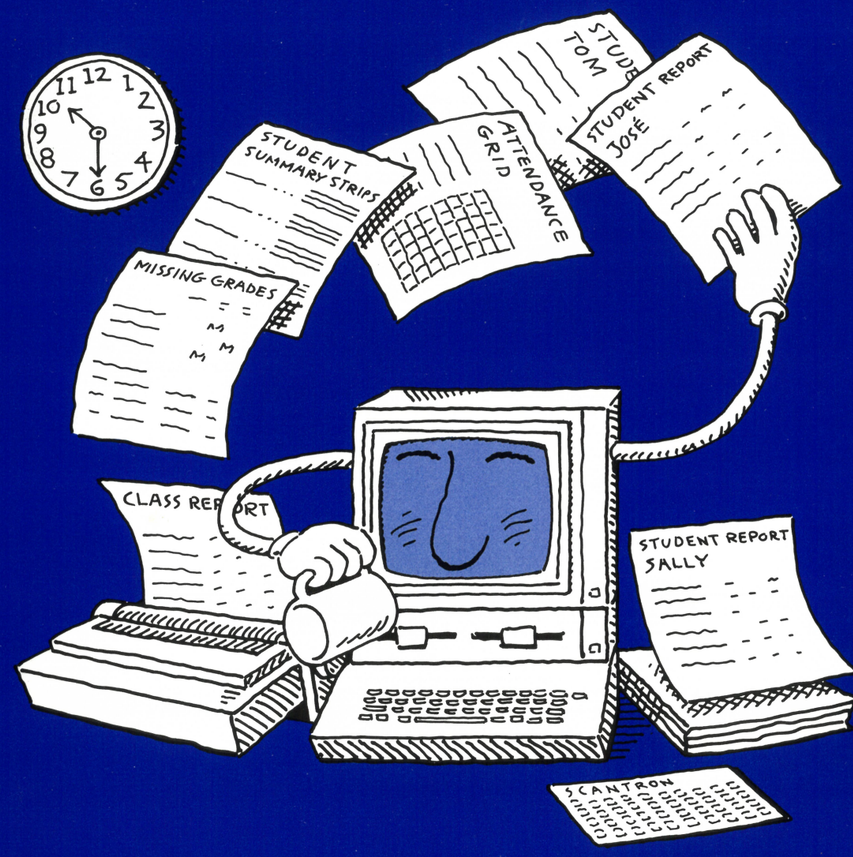
GradeBook Deluxe™



User's Guide

Scott Steketee

GradeBook Deluxe™

User's Guide

Developed by Scott Steketee

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Powerful, Flexible, Easy-to-Use

GradeBook Deluxe is Powerful!

GradeBook Deluxe is a powerful record-keeping system that keeps track of your class rolls, records your grades, computes student averages using any weighting system you choose and prints reports both for your records and for distribution to students or their parents.

The **GradeBook Deluxe** system adapts to your grading system and lets you customize features to fit your own needs.

Size: Accommodates 40 students per class, up to 255 grades per student and up to 18 classes on a single data disk.

Grades: Accepts points, letters (A+ to F) or percentages. Letter grade ranges can be customized. Accepts missing, excused and extra credit grades. Allows entry of entire class for one assignment, or multiple assignments for one student. Can automatically assign letter grades to your number grades according to your scale. Provides seven topic and reporting period categories.

Calculations: Calculates grades based on weighted averages or cumulative points, according to your preference. Calculates class median, mean, standard deviation and grade distribution for every assignment. Can easily weight or curve assignments and drop lowest grades. Can even assign minimum grades for averages. Auto-calculation option always keeps averages up-to-date.

Speed: Operates extremely fast, even with large data bases.

ID Codes: Provides 9-digit ID codes for each student. Codes can be teacher-assigned, computer-assigned or sequential.

Reports: Prints reports by first name, last name, ID code or rank in class. Prints five different report formats: Class Summary, Student Report, Strip Report, Missing Grades, Detailed Report. Reports can include any or all of your grades in point, percentage and letter form. Comments can be stored on disk and added to student reports or comments can be typed individually. Lets you select any or all students for reports or select students based on assignment or average grades.

Scantron: Automatically enters and scores multiple choice tests using a Scantron® data terminal.

Printing: Works with all printers—dot matrix, letter quality, wide carriage—and accepts all paper sizes. Supports condensed print and boldface. Prints grids with class names for attendance or recording marks. Prints names on label stock.

Flexibility: Easy to adapt to your grading scale, your report periods, your subject and topic categories. Works with either weighted-average or cumulative-point systems. Advanced program features—like automatic copying of names—can be easily turned on or off from the setup menus.

GradeBook Deluxe is Flexible!

GradeBook Deluxe adapts to your own way of assigning and calculating grades. A setup option allows you to change the way the program handles most of its functions.

Grading System: Use the grading system you like best—either weighted averages or cumulative points. You can even use a hybrid system that combines features of both!

Categories: Keep grades organized both by reporting period categories (like First Quarter, Second Quarter, and so forth) and by the type of grade (Test, Quiz, Homework, and so forth). Use our categories, or make up your own.

Weights: Assign weights to make some grades count more than others. Weights are easy to set and can be changed at any time.

Letter Grades: Fine-tune the way the program uses letter grades, so that it counts each possible letter grade (including plus and minus letter grades) exactly as you choose. You can also turn off letter grades you don't use.

Names: Display and print student names in either first-name-first form or in last-name-first form, as you prefer. Sort student names alphabetically by last name, or put the names into any other order you choose. Copy an entire list of names from one class to another, or copy a single student, together with all the student's grades, from one class into another.

Reports: You decide what grades to include on each report. Add comments to reports, and have student names automatically inserted into the comment.

Display: Adapt the display for a screen that is either 40 or 80 characters wide. On an 80-character screen, use the extra width to display several columns of student names and grades.

GradeBook Deluxe is Easy-to-Use!

GradeBook Deluxe is easy to use for any teacher, regardless of computer experience. The program comes ready to go, preset for a four quarter year, an A through F grading scale, and categories for tests (50% of grade), quizzes (25%) and homework (25%)—but you can change all of this to meet your needs. Advanced features are there if you need them, but they stay out of your way otherwise. Plus, you get lots of support:

Help: Advanced help system is built into the program. It will display over 30 help screens explaining every program function at the touch of a key.

Menus: Clear, concise menus and screen prompts ensure that you always know where you are and what to do next.

Tutorial: A 12-page step-by-step tutorial introduces you to the main program features in less than one hour!

User's Guide: An indexed User's Guide provides complete program details in terms that every teacher will understand. The User's Guide is full of concrete suggestions for customizing **GradeBook Deluxe** to meet your specific needs.

Backup: Built-in backup routine even prompts you to backup your data if you forget.

Kindness: ♥ **GradeBook Deluxe** is forgiving—even when you make a mistake. You can change rosters, grades, report formats and most program settings at any time. You can repair damaged disks and even restore lost data!

System Requirements

GradeBook Deluxe runs on most Apple II and IBM®-PC computers and compatibles, and works with any printer. It also works with Scantron test scorers such as the Scantron 1100, 2100, or 5200.

Apple II System Setup

The Apple II version requires an Apple® II+/IIe/IIc/IIGS® computer with at least 64k of memory and any disk drive setup except a single 5.25" drive. If you're using an Apple II+ or IIe, connect your printer to an interface card in slot 1; use the printer port on an Apple IIc or IIGS. Connect a Scantron to a serial card in slot 2 or to a built-in communication port emulating slot 2.

The program comes either on one 3.5" disk or on two double-sided 5.25" disks. The 3.5" program disk works only on computers with at least 128k of memory. If you have 5.25" program disks, one disk is for computers with 64k of memory, and the other is for computers with 128k. Each 5.25" disk is recorded on both sides: Side A for starting up, and Side B for running the program. The 64k version of the program is limited in the number of grades that can be averaged or reported at one time. See "Program Limitations" in the **Appendix** of this User's Guide for details.

Here are some suggestions for how you can best make use of your disk drives:

Two 5.25" Drives:	Program disk in drive 1; data disk in drive 2.
One 3.5" Drive & One 5.25" Drive	Program disk in 3.5" drive—use as both program disk and data disk. Or, program disk in 5.25" drive; data disk in 3.5" drive. Or, program disk in 3.5" drive; data disk in 5.25" drive. Using a 5.25" disk for your data will be handy if you are switching between computers; one with two 5.25" drives and the other with one 5.25" and one 3.5" drive.
One 3.5" Drive:	Program disk in 3.5" drive—use as both program disk and data disk.
Two 3.5" Drives:	Program disk in drive 1—use as both a program disk and data disk. Or, program disk in drive 1; data disk in drive 2.
Hard Disk:	See "Using a Hard Disk" in the **Appendix** of this User's Guide.

Be sure your computer is set to start up from the drive with the program disk in it.

PC System Setup

The PC version requires an IBM PC or compatible with at least 256k of memory and at least one 360k 5.25" disk drive. The program will work best if you also have a hard drive or a second floppy drive. Connect your printer to the printer port. If you use a serial printer, connect it to COM1 and redirect printing with the DOS command *mode LPT1 = COM1*. If you're using a Scantron, connect it to a serial port (*e.g.*, COM1 or COM2).

See the Getting Started section of the Tutorial for directions on installing the program on your hard disk or copying it to a bootable floppy disk.

Transferring program to a 3.5" disk: If you have access to a computer with a 5.25" drive and a 3.5" drive, you can easily make a 3.5" program disk. See "Copying Disks of Different Sizes" in the **Backup** chapter of this User's Guide.

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Essentials

About this chapter

Some teachers prefer to just jump right in and start using a new program, figuring things out as they go along. Others prefer to follow the directions and learn the program in a more careful and organized way. If you're the first type of person, this page is for you: read it while you're getting started. If you're the second type of person, this page is not for you. Go on to the next page now and begin with the **Tutorial** chapter.

If You Don't Read Manuals

Start the program.

Go ahead and start the program.

Put the disk in drive 1 and turn the computer on.

PC Put the disk in drive A and type A:\INSTALIT, or put the disk in drive B and type B:\INSTALIT. Follow the directions on the screen.

Set up the program.

The first time you start the program, choose *Other activities*, and then choose *Setup program values*. You'll want to explore all the *Setup* menus, either now or later, but there are three specific settings you should check before you create your first class:

- *Grading system.* Turn on either "Weighted average system" or "Cumulative point system," depending on how you calculate grades.
- *Category setup.* If the categories don't match the ones you use to organize grades, change them now. (You don't have to worry too much about the pre-set category weights; they are easy to change later.)
- *Miscellaneous setup.* Change the "Maximum number of entries per class" to be sure you can accommodate all the grades you'll want to record during the year, plus some extras for storing averages.

Save your setup.

Once you've set the program up the way you want, leave the *Setup* menu, being sure to save your changes to the program disk.

Format a data disk.

Again choose *Other activities* from the main menu, and then choose *Format* to format a data disk. Or if you're using a hard disk or a floppy with at least 720k capacity, you can store the data on the same disk with the program.

Choose *Names* from the main menu.

PC only: Move to the disk or directory in which you want to create your class. The *Change directory* and *Change drive* choices allow you to move to the disk and directory of your choice. If you do change directories, choose *Use this directory* after you find the directory you want. Then choose *Add a new class*.

Create a class, enter grades, calculate grades and print reports.

Type a name for your class, and enter students into it. Go ahead and enter some grades, calculate averages or totals, and print reports. You will probably find that you can perform most operations satisfactorily without referring to this manual very often. If you do need help, you can usually press **?** to get it.

Check the setup again.

After you become comfortable with the program, it will be well worth your while to return to the *Setup* menu, and to systematically explore all the setup menus. This section of the program is the key to the power, flexibility and ease of use of **GradeBook Deluxe**.

Read the margin notes.

We've already determined that you don't like to read the manual. However, the manual does contain many shortcuts and tips. As you learn the program, you can at least read the notes in the left margin, looking for useful or interesting items.

Tutorial

About this chapter

This tutorial explains the basic operations of **GradeBook Deluxe**. It gives you step-by-step directions on how to:

- Start the program
- Create a class
- Enter student names
- Enter grades
- Print a report

You can learn these basic operations of **GradeBook Deluxe** in less than an hour. Take a playful approach and use fictitious names in a small, fictitious class. When you have finished, you should feel comfortable enough to begin entering real names in a real class.

Differences between versions

The Apple and PC versions of the program are nearly identical. The few differences that do exist are highlighted by and PC symbols in the text. Larger or PC symbols in the margin identify entire sections that apply only to one version or the other.

ENTER and RETURN keys

PC PC version users: The key called RETURN in the manual is normally labeled ENTER on PC keyboards. Whenever this manual says to press RETURN, use your ENTER key.

Many features of the program are not covered in the Tutorial. The Tutorial does not describe the many ways in which you can configure **GradeBook Deluxe** to work with your grading system, your screen, your printer, and your habits and preferences. (For instance, you can switch from a grading system that calculates averages to one that calculates point totals.)

Customizing

After you finish the Tutorial, you'll want to spend some additional time setting the program up so that it works the way you want it to. Consult the **Setup** chapter for information on customizing **GradeBook Deluxe**. And as you continue using the program, you will continue to find additional ways to take advantage of the power and flexibility of **GradeBook Deluxe**.

Use ? for help.

The chapters following the Tutorial provide more detailed information about each part of the program. In addition, you can press the **?** key and get help at just about any time.

Start with a 3.5" disk (Apple version)

Insert the disk and start up normally.

1. Make sure the computer is off and the printer is properly connected.
2. Put the program disk into the disk drive and close the door.
3. Turn on the monitor, the printer and the computer.
4. If you have an Apple IIGS with a RAM disk of at least 160k, you will have a choice of loading the program onto the RAM disk.
5. The menu screen will automatically appear.

Start with a 5.25" disk (Apple version)

The 5.25" disk has two sides.

1. If you have a computer with at least 128k of memory, use the 128k program disk; otherwise use the 64k program disk. (The 64k disk is limited in the number of grades it can average or report at one time. See the **Appendix** for details.)
2. Make sure the computer is off and the printer is properly connected.
3. Put the disk into the disk drive, label side up (Side A), and close the door.
4. Turn on the monitor, the printer and the computer.

5. If you have an Apple IIGS with a RAM disk of at least 160k, you will have a choice of loading the program onto the RAM disk.
6. A message will appear telling you to insert the program disk (Side B). When you see this message, remove the disk from the drive, turn it over and insert it with the label side down. (The back side is Side B.) Press the RETURN key and the main menu will appear.

Start with a Hard Disk (PC version)

Install the program on a hard disk.

Start your computer from your hard drive, and place the **GradeBook Deluxe** disk in either floppy drive A: or B:. Type "A:\INSTALIT" or "B:\INSTALIT", depending on which drive the disk is in. The installation program will copy the **GradeBook Deluxe** files to the directory you choose, creating the directory if necessary. It will also create a batch file GR.BAT in your root directory, so that you can start up **GradeBook Deluxe** by simply typing *GR* at the DOS prompt. (The installation program also examines AUTOEXEC.BAT to make sure your root directory is on the search path, and adds it if it is not. If AUTOEXEC.BAT needs to be changed, you can choose to modify the original AUTOEXEC.BAT, saving a backup of the original, or you can choose to create an example containing the change, without changing the original.) Once you quit the installation program, type *GR* to start **GradeBook Deluxe**.

Start with a Floppy Disk (PC version)

Install the program on a floppy disk.

First, prepare a bootable floppy disk to receive the program. Format a floppy disk, and follow the instructions that come with your version of DOS to copy the operating system onto it. (With DOS 4.0, the command for drive A is *FORMAT A: /S.*) Also copy FORMAT.COM onto the floppy. Then insert the **GradeBook Deluxe** disk in either floppy drive A: or B:. Type "A:\INSTALIT" or "B:\INSTALIT", depending on which drive the **GradeBook Deluxe** disk is in. Choose A: or B: as the drive to install onto, and the installation program will copy the **GradeBook Deluxe** files to the chosen drive. If you use the same drive for the **GradeBook Deluxe** disk and for the newly formatted disk to install onto, you will have to switch disks several times in the process.

Once the installation is complete, restart your computer with this new disk. **GradeBook Deluxe** will start up automatically.

If you are using **GradeBook Deluxe** on a computer with only a single 360K floppy disk, you will not have much room left on the disk, and you will not be able to store very many classes.

Main Menu

The **GradeBook Deluxe** main menu has six options:

Move up and down with number keys, arrow keys or space bar.

Press RETURN to choose an option.

```
GradeBook Options:

1 Names:    Enter or change names
2 Grades:   Enter or change grades
3 Calculate: Calculate averages/totals
4 Report:   Print a report of grades
5 Other:    Other activities
6 Quit:     Quit the program



Select an option and press RETURN.
Press ? for help.
```


Make Choices

Tip: You can activate a main menu option directly by pressing its first letter.

When **GradeBook Deluxe** starts up, *Grades*, the second choice, is highlighted. You can change the choice by pressing the up and down arrow keys, the number keys or the SPACE BAR. (On an Apple II+, use the left and right arrow keys instead of the up and down arrows.) Press the **?** key to see a help screen with directions for making your choice. Press RETURN or ENTER to activate an option after you choose it.

Format a Data Disk

If you use 5.25" drives, you may need to format a blank disk for storing student records.

- If you are using an Apple II with two 5.25" drives, you will need to prepare a blank disk to store student grades. Follow the directions in this section to do this. If you are using a 3.5" disk, there is enough room on the program disk to store your classes. In this case, skip ahead to the section on "Entering Names in a Class."
- If you are using a PC with a hard disk or a floppy disk with 720k or more, there is enough room on the program disk to store your classes. In this case, skip ahead to the section on "Entering Names in a Class." If you are using a PC with two 360k drives and no hard drive, you should prepare a blank disk to store student grades. If your computer has at least 512k of memory, follow the directions in this section to do this. *(If your computer has less than 512k of memory, you must use DOS to format a disk.)*

1. Choose *Other* from the main menu and press RETURN. Then choose *Format* from the *Other activities* menu, and press RETURN again.
2. Read the text on the screen that explains about formatting.
   - Insert a blank disk in drive 2 and choose "Yes."
   - Choose either drive A: or B:, insert a blank disk, and press ENTER.
3. If the disk already contains data, you will be given the options of continuing with the format or escaping, just as a safety check. If this occurs, and if you are willing to erase the old data, press the left arrow to highlight "Yes" and press RETURN.

   Choose the capacity of the disk drive you want to format. Possible capacities are 360k, 720k, 1200k and 1440k. (If **GradeBook Deluxe** can figure out what kind of drive you have, you may not see all of these choices. If only one choice is possible, you won't see any choices at all.) Press ENTER again to start formatting.
4. The disk will be formatted. When the formatting is complete, you will have a chance to format another disk. Choose "No" to go back to the main menu.

Enter Names in a Class

Use this option to create a new class and enter student names.

1. From the main menu highlight *Names* (option 1) and press RETURN.
2. only: The following screen appears:

Choose "Add a new class."

```
Names:

Files in C:\GRADES:
1 Add a new class
2 Change directory
3 Change drive


Enter names in what class?
RETURN to pick. ESC to quit. ? for help.
```

PC If you are using a hard disk or a floppy disk of more then 360k capacity, you can store your classes on the same disk as the program, so press ENTER and go on to step 3. If you are using two 360k floppy drives, you should store your classes on the other floppy disk, so follow the rest of the instructions in this paragraph. Choose the third item, *Change drive*, and press ENTER. You should see two choices: drive *A:* and drive *B:*. Choose *B:* and press ENTER. Then press ENTER again to choose "Add a new class."

Press ENTER to add a new class.

3. and PC The following screen appears:

Type the class name.

```
Names:

This class will be created using the
weighted average grading system, and
will hold up to 187 grades per student.

The class name can be up to ten
characters long and can include
letters, digits, spaces,
hyphens (-) and slashes (/).

Type the new class name: ■
Press ESC to quit.
```

Type the name of your class and press RETURN. Use any name that fits the directions on the screen: "ENG2 P4" for a second year English class meeting fourth period, "ALGBR P2" for a second period algebra class, or "PERIOD 5" for your fifth period class.

Class names are limited to ten characters, including spaces.

PC Class names are limited to eight characters, including spaces.

Press RETURN after both first and last names.

4. The program creates the files needed to store this new class. Then "First name:" appears at the bottom of the screen. Type a student's first name ("Charlie," for instance) and press RETURN.
5. The message "Last name:" appears. Type the student's last name ("Dickens," for instance) and press RETURN again.
6. You now have two options:

Press RETURN again to add another name.

```
Names: ENG2 P4
1 Charlie Dickens
2 Add a new name




Add or change which name?
RETURN to pick. ? for help. ESC to quit.
```

Add a new name (option 2) is highlighted. Press RETURN and enter another name. Remember to press RETURN after *both* the first name and the last name.

Correct spelling mistakes.

7. You can easily change the spelling of a name if you make a mistake. Suppose that you entered "Charlie Dickens" but wanted "Chuck Dickens." First, choose the name to correct using the arrow or number keys and press RETURN. Then type the correct first name and press RETURN. The corrected name will replace the original. You can change the last name also or just press RETURN to keep the original last name.

Press ESC to quit adding names.

8. After you have entered several students, press ESC to quit. You will see, "Sort these names? Yes No" with "No" highlighted. Switch between the two choices by pressing the arrow keys or the space bar. Note that the arrow keys and the SPACE BAR simply change the highlighted word without making a final decision.
9. Press N. This highlights the word "No" and makes your decision final. (The Y and N keys, like RETURN, make a decision final.) If you don't have a printer connected, skip to step 12 below.
10. If you have a printer, you will see the message "Print these names?" Press Y. (If you are not printing, skip to step 13 below.)
11. Make sure the paper is straight and the printer is ready; then press RETURN.
12. The next question is "Print with a grid?" Choose "Yes" for both this question and the next and your class list will be printed with a grid:

Use the grid to take attendance or record grades. You can use Setup to change the height and width of grid cells.

```
                    |  |  |  |  |  |  |  |  |  |  |
                    |__|__|__|__|__|__|__|__|__|__|
Chuck Dickens...314 |__|__|__|__|__|__|__|__|__|__|
Willie Faulkner..73 |__|__|__|__|__|__|__|__|__|__|
Jimmy Joyce.....505 |__|__|__|__|__|__|__|__|__|__|
Jack Steinbeck..170 |__|__|__|__|__|__|__|__|__|__|
```

The number after each name is an ID code the computer assigns to each student. These ID codes are useful for posting student grades.

13. You will see a screen including the following choices:

```
Names:

Classes on this disk:

1 ENG4 P2
2 Add a new class




Enter names in what class?
RETURN to pick. ? for help. ESC to quit.
```

Press ESC to return to the main menu.

Enter Grades for a Class

Use this option to type in grades for the class you have just created. To avoid confusion later in this tutorial, you will start out by entering grades for one test and two homework assignments. (Different sets of marks may not behave in the way described in the averaging section that follows.)

Choose the class and categories for the grades.

1. From the main menu choose *Grades* (option 2) and press RETURN.

   PC The class selection screen appears. Press RETURN to choose the same class into which you just entered names.
2. The question "Enter in normal or single-student mode?" appears. Press RETURN to pick *Normal*.
3. A list of reporting period categories appears, with *First Quarter* highlighted. Press RETURN to choose *First Quarter*.
4. Press RETURN to choose *Test* as the topic category.

5. The following screen appears:

Describe the grade record.

```
Grades: ENG2 P4:

      DESCRIPTION OF GRADE RECORD

Type a description of the grades you are
about to enter.  The description can be
up to 24 characters long and will be
printed on certain reports to identify
these grades.  You can use the type
of assignment, a page number, a date
etc. in the description.



Description:
Type a description, or ESC to quit.
```

Each set of grades you enter is called a grade record, and each grade record has a description to allow you to identify it. The description can be up to 24 characters long and should be as clear as possible. For example, you might type "Sonnet Test-Sept. 28."

6. The screen below appears showing information about this grade record. *Enter the grades* (option 6) is highlighted. Press RETURN.

```
Grades: ENG2 P4: Sonnet Test--Sept. 28

Description: Sonnet Test--Sept. 28

Code: Son                Weight: 10
      Tes

Type of grade: Percent

Categories: First Quarter
            Test

1  Change description
2  Change code
3  Change weight
4  Change grade type
5  Change categories
6  Enter the grades

Please select your choice.
ESC to quit.
```

Type the grades.

7. The names of the students in the class appear with the name of the first student highlighted. All the student's marks appear as M for Missing. Press RETURN to choose the first student.

You can type M for missing, X for excused.

8. Type a mark for the student. Since the grades are in percent form, you should type a number between 0 and 100. (You can also use M for missing or X for excused. Missing marks count as zero; excused marks do not count at all in averages.) Press RETURN.
9. The next student is now highlighted. Press RETURN to choose the student. Type a mark and then press RETURN again.
10. Continue entering marks for the other students in the class. You don't have to enter the marks in order; you can use the arrow or number keys to move around in the list of names. Press ESC when you're finished entering grades.

Print the grades.

11. If you have a printer, you will see the message "Print these names?" Press Y. (If you are not printing, skip to step 13 below.)
12. You can print the grades either by names or by ID codes. Choose "No" to "Print by name?" to get a printout by ID codes. You can post this printout in your classroom.
13. The following screen appears:

You don't want to enter another test, so press ESC.

```
Grades: ENG4 P2:
 1 Sonnet Test--Sept. 28
 2 Add a new record



Enter grades in which record?
RETURN to pick. ESC to quit. ? for help.
```

Add a new record is highlighted. Since you now want to enter a homework assignment instead of a test, press ESC to quit.

14. The "Reporting period categories:" screen appears again. Press RETURN to choose *First Quarter*.

Enter a homework assignment.

15. Choose *Homework* on the "Topic categories:" screen. Then type the homework assignment description: "Vocabulary Words-Oct. 2."
16. The next screen shows the type of grade is still percent. Instead of percent, let's mark this assignment based on ten points. Choose *Change grade type* (option 4), press RETURN, choose *Points*, and press RETURN again. Type 10 for the total number of points and press RETURN.

Add a second homework assignment.

17. Now enter the grades.
18. Add another homework assignment. Make this one a poem due Oct. 5 and use letter grades.

The quick way back to the main menu

19. After you finish, press ESC four times in very rapid succession. **GradeBook Deluxe** will automatically calculate averages for the grades you have entered, and return you to the main menu without going through the intermediate menus.

Print a Report

Now you can print a report showing the grades and averages.

1. Choose *Report* from the main menu and then choose your class.

Choose the grades to print.

2. The reporting period categories screen has *First Quarter* (option 1) highlighted. Press RETURN to pick this choice.
3. The topic categories screen has *All First Quarter Grades* (option 5) highlighted. Press RETURN.
4. The following screen appears:

Choose how to print them.

```
Report: ENGLISH P2:
 1 %    Sonnet Test--Sep. 28
 2 %L   First Quarter Test Average
 3 P%  Vocabulary words Oct. 2
 4 L    Poem Oct. 5
 5 %L   First Quarte Homewor Avg
 6 %L   First Quarter Average



Change reporting for which record?
RETURN to pick. ESC to quit. ? for help.
```

The % sign next to item 1 indicates that the grade type is percent, and that's what will be reported. Similarly, "P%" next to item 3 indicates that the grade type is points and that both points and percent will be reported. The "%L" next to the averages indicates that they will be printed in both percent and letter form.

5. Press **?** to get more information on all the reporting options. Read the help screen that appears and then press RETURN.
6. Press ESC to accept the reporting choices shown on the screen.
7. Choose "Yes" to report on all students.
8. Choose the type of report. *Class summary* is highlighted. Press RETURN to choose it.
9. If you have a printer connected, choose "Yes" to print the report. Otherwise it will be displayed on the screen. If you are not printing, press RETURN for each page of the report, and then skip ahead to step 12 below.
10. If you are printing, type today's date to identify the report and press RETURN.
11. You can choose to print the report in order according to student names, ID codes, or rank order of grades. Press C to get a printout by ID code suitable for posting.
12. When the screen showing the types of reports appears again, press ESC to return to the main menu.

Choose the students and type of report.

You're finished!

This completes the main part of the Tutorial. There are two more things you should do before you start using **GradeBook Deluxe** with your own classes. You should make a backup copy of the program disk, to protect yourself against the possibility that the original disk might be damaged. You should also consider several aspects of the way the program is set up, and adjust the program to your way of working. The following two sections take you through these steps.

Important!

Make a Backup Program Disk (Apple version)

Don't take chances with your original disk!

Use the *Backup* option to make a copy of your program disk so you can put the original away in a safe place. Then, if something happens to your program disk, you still have the original and you can make another copy. The following procedure assumes that you have either two 5.25" drives or two 3.5" drives. (If you have a different disk drive configuration, see the **Backup** chapter of this User's Guide for details on making a backup.)

If you are using 5.25" disks, you should have two blank disks available—one for program startup and one for the program disk itself. If you are using a 3.5" disk, you need only one disk.

1. Remove your program disk and write-protect it. Reinsert the program disk. (If you have a 5.25" disk, remember that the program is on side B, the back of the disk.)
2. Choose *Other* (option 5) from the main menu, and then choose *Backup* (option 1) from the *Other activities* menu.
3. The following screen appears:

Choose the slot and drive.

```
Backup:



Put the ORIGINAL disk
in slot 6 drive 1.


Is this location OK? Yes No
```


The slot number you see may be different, but it should match the disk drive containing the **GradeBook Deluxe** disk (normally slot 6 for 5.25" drives and slot 5 for 3.5" drives). Press RETURN.

4. You will see a similar message indicating that the NEW disk should be in drive 2. Insert a blank disk into drive 2 and press RETURN.
5. If the disk already contains data, you have a second chance to change your mind and save the disk:

Be sure before you copy onto a disk.

```
Backup:



Destroy data on new disk? Yes No
Existing files will be lost.
```

You can also press Y or N to answer Yes/No questions.

Notice that "No" is highlighted. If it really is OK to copy onto the disk in drive 2, press the left arrow key to highlight "Yes." Press RETURN.

6. Alternating messages of "Reading . . ." and "Writing . . ." will appear until the copying is finished.
7. The message "Disk copied OK. Backup another disk?" will appear. Remove your new disk from drive 2 and label it as the **GradeBook Deluxe Program Disk**.
8. Notice that "No" is already highlighted. If you have a 3.5" disk, you are finished, so press RETURN and skip ahead to step 11 below. If you have a 5.25" disk, you must still make a copy of the startup information on side A of the original program disk.
9. To copy the front (startup) side of the 5.25" program disk, choose "Yes" to answer the question "Backup another disk?" When the message "Put the ORIGINAL disk in slot 6 drive 1" appears, remove the program disk, flip it over, and reinsert it on side A before choosing "Yes." When the message "Put the NEW disk in slot 6 drive 2" appears, insert a second blank disk into slot 6 drive 2. Follow the same procedure to make this copy.

Put the original in a safe place. Use only copies from now on.

10. When this copy is finished, remove the new disk from drive 2 and label it as the **GradeBook Deluxe Startup Disk**. Use this as your startup disk from now on. Choose "No" to answer the question "Backup another disk?", and press RETURN.

Make a Backup Program Disk (PC version)

Don't take chances with your original disk!

Use the DOS *DiskCopy* command to make a copy of your program disk so you can put the original away in a safe place. Then, if something happens to your program disk, you still have the original and you can make another copy.

Set Up Your Own Classes

The *Set up program values* menu option (in the *Other activities* menu) allows you to customize many aspects of **GradeBook Deluxe** to match your own grading system or your own computer or printer. You can explore most of these settings later, at your leisure, but three of them that are changed more easily ahead of time, before entering your first class. The settings can all be changed by choosing *Other activities* and then *Setup*. (See the **Setup** chapter of this manual for more information on these and other setup options.)

Grading system

- **GradeBook Deluxe** is initially configured to use a weighted-average grading system, allowing you to mix percent, letter and point grades freely and to determine the relative weight of each grade when you calculate averages. **GradeBook Deluxe** can be configured to use a cumulative-point system, where students accumulate points and the average is based on the number of points the student has accumulated divided by the total number of points possible for that student. See *Grading system setup* in the **Setup** chapter to change to a cumulative-point system.

Number of grades

- The maximum number of grades and averages you can record in a given class is determined by the setup at the time you create the class, and cannot be changed once the class has been created. **GradeBook Deluxe** normally allows 187 grades and averages. You may want to increase this number to allow for storing more grades, or you may want to decrease it to allow you to fit more class files on a floppy disk. Use *Miscellaneous setup* to change this number.

Letter grade interpretation

- **GradeBook Deluxe** normally uses an ABCDF system for interpreting letter grades, based on the numerical equivalents shown below. Use *Grading system* from the *Setup* menu to change the way letter grades are interpreted.

Letter to Percent Conversion

A+	98
A	95
A-	91
B+	88
B	85
B-	81
C+	78
C	75
C-	71
D+	68
D	65
D-	61
F	0

Percent to Letter Conversion

97-110	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	F

Names

About this chapter

This chapter tells how to:

- Create a class
- Enter student names in the class
- Change or remove student names
- Put the names in alphabetic order or any other order you choose
- Print a list of the student names, with or without a grid
- Assign ID codes to students
- Copy an entire list of names from one class to another
- Copy individual students with their grades from one class to another
- Establish or change a password to prevent unauthorized access to the class

Before you create your first class, check the setup.

Before you create a new class, you should check the program configuration to make sure it matches your way of grading. Choose *Other activities* from the main menu, and then choose *Setup*. There are three items you should be especially sure to check from the *Setup* menu, since they can't be easily changed later:

- The grading system is pre-set to weighted-average. If you want to use a cumulative-point grading system, choose *Grading system* from the *Setup* menu to change this. For more information on the two grading systems, see "Grading Systems" in the **Calculations** chapter.
- The topic categories are pre-set to Test, Quiz and Homework, and the reporting period categories are pre-set to First, Second, Third and Fourth Quarter. If these categories don't match the categories you use, choose *Category setup* from the *Setup* menu to change them.
- The number of student grade records is pre-set and can't be changed once you have created a class. This number is normally 187 grades per student. You can reduce it to allow more classes to fit on a data disk, or you can increase it to provide for more grades for each student. The absolute maximum number of grades per student is 255.

  PC With the PC version, you can store 1 class of 187 records on a 360k program disk, or 2 classes if you leave FORMAT.COM off the disk. You can store up to 13 classes on a 360k data disk, and up to 35 classes on a 720k program or data disk.

  With the Apple version, you can store up to 5 classes of data on a single 5.25" data disk. You can store up to 18 classes on a 3.5" program or data disk.

  The *Setup* option lets you change the number of grades that can be stored in each class. Increasing the number of grade records per student reduces the number of classes that fit on a disk, and vice versa. See "Miscellaneous Setup" in the **Setup** chapter of this User's Guide for more details.

You can change most other Setup options later, after you have already created your classes. More information on the various configuration options is available in the **Setup** chapter.

Once you have configured the **GradeBook Deluxe** *Setup* options to your liking, you are ready to create a class and enter names.

Choosing a Class (PC version)

PC

When you choose *Names* (or any of the first four options) from the main menu, the class selection screen appears. Here is a typical screen:

The class selection screen allows you to choose a class, or change to a different directory or drive.

```
Names:

Files in C:\GRADES:
1 ALGEBRA1
2 GEOMETRY
3 Add a new class
4 Change directory
5 Change drive



Enter names in what class?
RETURN to pick. ESC to quit. ? for help.
```

The top portion of the screen shows that you chose *Names* from the main menu, and that your current directory is the *GRADES* directory on drive C:. Below that are four types of choices:

1&2. The first two items, *ALGEBRA1* and *GEOMETRY*, are the classes that already exist in the current directory. Choose one of these to add or change names in an existing class.

3. *Add a new class* allows you to create a new class.

4. *Change directory* allows you to choose a different directory. See the section below.

5. *Change drive* allows you to choose a different disk than then one currently selected.

If you're not already using the disk and directory you want, use the last two items to move to the correct directory. Then choose a class listing.

PC

Choosing a Directory (PC version)

When you choose *Change directory* from the class selection screen, you can move to a different directory on the current disk. Here is a typical directory selection screen:

The directory selection screen allows you to change to a different directory.

Every choice ending with a backslash (\) is a directory.

```
Names:

Directories in C:\GRADES:
1 ..\
2 ENGLISH\
3 HISTORY\
4 Change drive
5 Use this directory



Enter names in what directory?
RETURN to pick. ESC to quit. ? for help.
```

The top portion of the screen shows that you chose *Names* from the main menu, and that your current directory is the *GRADES* directory on drive C:. Below that are four types of choices:

1. The first item, ..\, represents the parent directory—the directory that contains the current directory. Choose this item to move up in the directory hierarchy, and make the parent directory your current directory. If there is no parent directory, you are at the top or root directory of the disk.

2&3. The next two items, *ENGLISH* and *HISTORY*, are subdirectories of the current directory. Choose one of these to make it your current directory.

4. *Change drive* allows you to choose a different disk drive.

5. *Use this directory* allows you to choose a class from the current directory (in this case, C:\GRADES). If this choice does not appear, the current directory contains no classes.

Adding a New Class

Choose where to save your data.

If you are storing your data on a separate floppy disk (not the program disk), insert the data disk in the drive. Then choose *Names* from the main menu.

If you're using two floppy disks, insert a formatted data disk into drive 2. Choose the *Names* option from the main menu. (If you're using a single 3.5" disk for both program and data, don't put a disk in drive 2 and the program will store data on the program disk.) If the disk already contains classes, a class selection screen will appear. Choose the last item, *Add a new class*.

PC If you are storing your data on a separate floppy disk, insert the data disk into either drive A: or drive B:. Then choose *Names* from the main menu, and a class selection screen like the one shown above will appear. Use the *Change drive* and *Change directory* choices to navigate to the disk or directory where you want to store your data, and then choose *Add a new class*.

Check the grading system and number of grades per student.

A message appears showing which grading system (weighted-average or cumulative points) will be used, and how many grade records the class will hold. Make sure both are correct; if not, press ESC to quit, and use the *Setup* option to change the incorrect setting.

Type the name of the class.

You will be asked for the name of the new class. Type any name up to a maximum of PC eight or ten characters. You can use upper-case letters, digits, spaces, slashes and hyphens in the class name. Lower-case letters will be converted to upper-case. If you type any other character, the computer will beep and not accept it. Use a name that clearly identifies the class to prevent confusion (e.g., "ALG2 P3" for an Algebra 2 class that meets 3rd period, or "ENG4-71" for an English 4 class with a school code number of 71). When you finish typing the class name, press RETURN.

Type the student names.

Type in the student names. For each student, type the first name and then press RETURN. Then type the last name and press RETURN again. This method allows you to enter middle initials as part of the first name and suffixes like Jr. and III as part of the last name. After you enter the last name, the entire name will be added to the list on the screen.

After each name you enter you can choose to change, add or delete a name. Use the arrow or number keys to make your choice and then press RETURN.

Use Setup to decide whether to show names first-name-first or last-name-first.

First and last names are each limited to a maximum of 15 letters. To allow more space for other information, the entire 15 characters may not always appear on the screen or on printouts. You can change the space allotted for names using the *Setup* option.

You can enter up to 40 names in a class. When you are finished entering names for the class, press ESC. (You can, of course, always change, add or delete names later.) You can sort and print the student names if you choose.

Copying Names for an Entire Class

You can copy the names of all students from an existing class into a new class.

The 128k Apple version and the PC version of **GradeBook Deluxe** both allow you to copy an entire list of students from an existing class into a new class. (To transfer an individual student and her grades from one class into another, see the next section.) Copying a list of names is especially useful for elementary teachers who want to keep separate sets of grades in arithmetic, reading, spelling, etc. (Note: there are other options elementary teachers may want to use. See the "Category Setup" section, in the **Setup** chapter of this manual, for some suggestions.) Follow these steps to copy the names:

1. Activate *Copy names & grades* from the *Names setup* choice of the *Setup* menu.
2. Choose *Names* from the main menu, and choose the option to create a new class.
3. When you're asked whether you want to type names, copy names or quit, choose "Copy names" (or just press C).

4. You will be told to insert the disk containing the names to copy. If these names are on a different floppy disk, insert that disk. If the names are on the same floppy disk or on a hard disk, you don't need to do anything. Press RETURN.
5. Choose the class containing the names to copy, and press RETURN. The names will be read from the old class.
6. If the old and new classes were on different floppy disks, you will be told to reinsert the disk containing the new class. The names will be stored in the new class.

Transferring a Student to a Different Class

You can copy individual students and their grades from one class into another existing class.

This works best if both classes have exactly the same assignments.

The 128k Apple version and the PC version of **GradeBook Deluxe** both allow you to transfer a student from one class into another. The student's name will be added to the new class, along with all the student's grades from the original class that match grades in the new class. (To transfer just the class list of student names from an existing class into a new class, see the previous section.) Transferring a student is useful if a student is moved from one of your classes to another. Since all matching grades are transferred with the student, you don't have to retype all the student's grades.

For grades in the old and new class to match, they must both have the same description and grade type. If you expect to transfer students between classes, make sure when you're entering grades that you use *exactly* the same description and grade type for each grade record in the two classes. Then all of a student's grades can be transferred with the student.

Follow these steps to copy names and grades:

1. Activate *Copy names & grades* from the *Names setup* choice of the *Setup* menu.
2. Choose *Names* from the main menu, and select the class to which you want to add the student.
3. When you're asked whether you want to change, print, transfer or quit, answer "Transfer" (or just press T).
4. If you have a printer connected, you can choose whether to print a report. (The report will show the student name and any grades that were not copied correctly.)
5. You will be told to insert the disk containing the name to copy. If the name is on a different floppy disk, insert that disk. If the name is on the same floppy disk or on a hard disk, you don't need to do anything. Press RETURN.
6. Choose the class containing the name to copy, and press RETURN. The names will be read from the old class.
7. Choose the student whose name and grades you want to copy to the other class. The grades will be gathered from the student's original class.
8. If the old and new classes were on different disks, you will be told to reinsert the disk containing the new class. The name and grades will be added to the new class. If the two classes did not have exactly the same assignments, the report will show which assignments did not match. The student will have a grade of X (excused) for assignments in the new class that do not match any of the assignments in the original class.
9. You can choose additional students to copy between the two classes. When you are done copying students, press ESC. You can then modify or print the names in the new class.

Copying a student into a new class does not delete him from the old class.

Note that copying a student into a new class does not delete the student from the old class. Once you're satisfied that the student and all the grades were copied successfully, you can then delete the student from the old class. See "Changing or Deleting Names" later in this chapter for instructions on deleting the student from the old class.

Sorting Names

Put names in alphabetical order or in any order you choose.

You can sort student names either alphabetically or manually. An alphabetic sort is based on students' last names. An error in alphabetizing names may arise if the first and last names were not separated by RETURN when entered. To correct this problem, return to the name entry screen and retype the offending name.

If you want to sort names manually, you must choose which name to put in each position in the list. You must first choose the name to go in position 1, then position 2, and so forth. The screen below shows the results after the first two names have been chosen.

```
Names: ENG2 P4:
 1  Jaques Anquetil
 2  Charlie Babbage
 3> Marie Curie
 4  Chuck Dickens
 5  Bert Einstein
 6  Richie Feynman
 7  Ernie Hemmingway
 8  Don Knuth
 9  Ada Lovelace
10  Jeannie Longo
11  Art Pendragon


Which name goes in position 3?
RETURN to pick. ESC to quit.
```

To put Art Pendragon in position 3, you can use the number or arrow keys to highlight his name. The highlighting moves, but the > pointer stays at position 3 to indicate where the chosen name will go:

```
Names: ENG2 P4:
 1  Jaques Anquetil
 2  Charlie Babbage
 3> Marie Curie
 4  Chuck Dickens
 5  Bert Einstein
 6  Richie Feynman
 7  Ernie Hemmingway
 8  Don Knuth
 9  Ada Lovelace
10  Jeannie Longo
11  Art Pendragon


Which name goes in position 3?
RETURN to pick. ESC to quit.
```

When you press RETURN, Art Pendragon's name replaces Marie Curie's name in position 3, and the pointer moves down to position 4:

```
Names: ENG2 P4:
 1  Jaques Anquetil
 2  Charlie Babbage
 3  Art Pendragon
 4> Marie Curie
 5  Chuck Dickens
 6  Bert Einstein
 7  Richie Feynman
 8  Ernie Hemmingway
 9  Don Knuth
10  Ada Lovelace
11  Jeannie Longo


Which name goes in position 3?
RETURN to pick. ESC to quit.
```

You can escape from the process any time the order on the screen is satisfactory.

Printing Names

If you have a printer connected to your computer, you can print the names of the students in your class. You can also print the ID codes next to the names so you can use the list to inform your students of their codes. (The ID codes should remain confidential, so don't post the list.)

You can print a grid beside the names for taking attendance, writing down grades, etc. Use the *Setup* option to control the width and height of the grid cells and the height of the spaces above the grid. See the **Setup** chapter of this User's Guide for more information.

You can print class ID codes, attendance charts and labels.

If you would like to print names followed by blank lines instead of a grid, simply set the grid cell width to a large number (for example, 50 characters).

You can print the student names on labels instead of regular paper. Use the *Setup* option to set the length of a page to the height of your labels (usually 6 lines), and set the number of lines to skip between pages to one less than the label height (usually 5 lines). It is not possible to include addresses on the labels.

I.D. Codes

There are three different types of ID codes.

Each student in a class is assigned a unique ID code. Printed reports can use this code in place of student names so you can post the reports publicly. If you use **GradeBook Deluxe** with a Scantron data terminal, the code is used to identify each student's answer forms.

There are three different kinds of ID codes you can choose from: random computer-generated codes, teacher-assigned codes or sequential codes. The *Setup* option allows you to choose which type of codes you will use.

GradeBook Deluxe normally uses random computer-generated codes. The computer assigns these codes automatically. The codes are numbers in the range from 1 to 999.

Teacher-assigned codes are numbers up to 9 digits in length; you type them in when entering or changing a student's name. If you like, you can use Social Security numbers or school ID numbers.

Sequential codes are the numbers that appear next to the student names on the name entry screen. If you use sequential codes, the codes will change each time you add or remove a student or change the order of the student names.

Changing or Deleting Names

You can also use the *Names* option to add or delete student names or to correct misspellings. On the screen showing the student names, choose the name you want to change or delete and press RETURN.

To change the selected name, type the corrected name in place of the old name. Use this method only to correct mistakes. Don't drop one student and add another by changing the student's name unless you really want the new student to inherit all the old student's grades.

To delete the selected name, press the SPACE BAR and RETURN to erase the first name. You will be asked whether you want to remove all records for the student; this is your last chance to change your mind before the student and all the student's records are permanently removed.

When you are done changing names, press ESC. You can sort and print the names also.

Passwords

The *Names* option allows you to set, change or remove the password for a class. When you set a password for a class, no one can use the data for the class without first typing the password. Be careful using passwords: *If you forget your password, you cannot use the class. You can either reenter the class and all its data, or call EduSoft at 415-548-2304 for help in unlocking your disk. (There is a fee for this service.)* To avoid the risk of forgetting your password, you may prefer to secure your data disk by keeping it locked up in a safe place. If you do use a password, write it down and put it away where you can find it in an emergency.

Setting a password

To set a password for a class:

1. Turn passwords on by using *Miscellaneous setup* from the *Setup* menu.
2. Choose *Names* from the main menu, and select the class for which you want to set a password.
3. Type the password. For security, the password will not appear on the screen as you type. To prevent errors, you must type the password twice.

The password can be up to 15 characters long, and can contain upper- and lower-case letters, digits and symbols. A good password is one that is difficult to guess but easy to remember. A password made up of two unrelated words separated by a non-alphabetic character (for example, "NIGHT%CARRY") is a good choice.

Once you have set the password, you must reenter the password every time you use this class. If you set the same password for several classes on the same disk, you will have to enter the password once only, for the first class you use. **GradeBook Deluxe** remembers the password and allows you to use the other classes without reentering it. (**GradeBook Deluxe** remembers the password until you use a class with a different password, quit the program, or turn the computer off. If you use passwords, be sure to quit or turn the computer off after every session. If you don't, then someone else with access to the computer and your data disk could use or change your data.)

Changing or removing a password

Once you have set a password for a class, you can change or remove it if you like. To change or remove a password:

- Choose *Names* from the main menu, and select the class for which you want to change or remove the password.
- Type the password to gain access to the class.
- You are asked if you you want to change the password. Choose either "Change" or "Remove."
- If you are changing the password, type the new one. To prevent errors, you must type it twice.

Grades

About this chapter

Entering grades is the most frequently used option in **GradeBook Deluxe**. This chapter describes how to enter or change grades quickly and easily, using the full power and flexibility of the program. It tells how to:

- Choose the categories in which to enter grades
- Create a grade record, including description, grade type, and so forth
- Pre-set all grades in the record to any default value you want
- Enter the grades, using normal entry, speed entry or Scantron entry
- Curve or scale the grades
- Print the grades
- Change a grade record from one category to another
- Quickly enter multiple grades for a single student
- Have student averages kept up-to-date when you add or change a grades
- Change averages or totals by hand

If you plan to use letter grades, be sure you are satisfied with the numerical equivalents.

Before you enter letter grades, make sure that you are satisfied with the numerical equivalents for letter grades. The numerical equivalents determine how letter grades will count when they are averaged with other types of grades. The initial settings are shown below.

Letter Grade Equivalents		
A+ = 98	A = 95	A– = 91
B+ = 88	B = 85	B– = 81
C+ = 78	C = 75	C– = 71
D+ = 68	D = 65	D– = 61
	F = 0	

(Letter grades not shown, like E or F-, are initially turned off. If you enter one of these grades, it will register as the next higher grade that is not turned off.)

Since letter grade equivalents are not easily changed once you have entered letter grades, you should use the *Setup* option to change them before you enter any letter grades. See the **Setup** chapter of this manual for more information.

Steps to follow to enter grades

To enter grades, first select the class, and then the category in which to enter grades. Give the assignment a name, and decide what grade type (percent, letter or points) to use. Enter the student grades, and then decide whether to curve the grades and whether to print them. When you finish entering grades for a class, the student averages or point totals can be calculated automatically. The sections that follow describe all these steps in detail.

On occasion, especially after a prolonged absence, you may want to view and enter a number of different grades for one particular student. The section below on "Entering Grades by Student" tells how to do this.

Choosing Grade Categories

There are two sets of categories: reporting periods and topics.

To enter grades, first choose your grade categories. **GradeBook Deluxe** provides two sets of categories: reporting period (such as first quarter, second quarter, etc.) and topic categories (such as test, homework, etc.). You may use up to seven categories of each type.

The categories you choose determine how grades are averaged. The program first computes an average for each topic category in a reporting period (*e.g.*, the test average, homework average, and so forth). Then it averages all these topic averages together for the reporting period average (*e.g.*, the first quarter average). Finally it combines all the reporting period averages for an overall average. See the **Calculations** chapter of this User's Guide.

Note: You can use the *Setup* option to change the categories automatically assigned to a new class, but setup changes affect only new classes that you create after changing the setup. You can always add categories in an existing class, up to the maximum of seven reporting period categories and seven topic categories. But if you want to remove or change categories in an existing class, you must use the *Repair* option from the *Other activities* menu.

Elementary teachers: you can use the *Setup* option to change to subject and topic categories. See "Category Setup" in the **Setup** chapter.

Choosing a Grade Record

After you have selected the categories in which to enter grades, you will next choose the grade record (the test, quiz or homework assignment in which to enter grades). You can then enter grades for the entire class for that assignment.

If you have previously entered grades in the chosen category, **GradeBook Deluxe** will display a menu of the grade records already on file. *Add a new record* will normally be the last choice. (If you have used the *Setup* option to allow you to modify averages, a choice for averages will also appear.)

If there are no existing grades in the category, or if you choose *Add a new record* from the menu, you must type a description of the new record. The description will identify the grade record on the screen and on reports, and can be up to 24 characters long. You should type something that will clearly identify the record for yourself and your students (e.g., "March 19 Test" or "Hamlet Quiz").

You can copy a new assignment from one class into another.

(If you are entering the same assignment for several classes, you can save yourself the trouble of retyping the description, codes, grade type and so forth for each class. Activate the *Copy names & grades* option in the *Names setup* menu, and then enter the assignment for the first class. Immediately choose the second class and add a new record in the same categories; the information you entered for the first class will be copied into the new class.)

Whether you are entering a new grade record or modifying a previously entered one, a screen with basic information about this record appears.

Preparing to Enter Grades

When you choose a grade record, the screen shows information about the grade record and some or all of the choices below. Change any of the information or proceed directly to entering grades.

You can change various characteristics before entering your grades.

```
Grades: ENG2 P4: Sonnet Test--Sept. 28

Description: Sonnet Test--Sept. 28

Code: Son                    Weight: 10
      Tes
Type of grade: Percent
Categories: First Quarter
            Test

1  Change description
2  Change code
3  Change weight
4  Change grade type
5  Change categories
6  Enter the grades
7  Speed enter grades in order
8  Enter Scantron forms
9  Set default grade

Please select your choice.
ESC to quit.
```

Some of the nine choices shown may not appear, depending on settings you have made using the *Setup* option. The first five choices allow you to change various characteristics of the grade record; the last four allow you to actually enter grades.

- *Change description.* If you don't like the description you typed, you can change it. The maximum length of a description is 24 characters.
- *Change code*. Each grade record has two three-letter codes associated with it. These codes identify each column on column-type grade reports. **GradeBook Deluxe** makes its best guess at a meaningful code using the first three letters of the first two words of the description. You can change the codes if you like.
- *Change weight/number of points*. This choice is called *Change weight* if you are using a weighted-average grading system, or *Change number of points* if you are using a cumulative-point grading system. In either case, this number determines the assignment's importance relative to the other assignments in the same topic category. See the following two sections for more information.
- *Change grade type.* (This choice appears only if you are using a weighted-average grading system.) **GradeBook Deluxe** provides three ways to enter grades: percent, letter and points. See the next section, "Grades in a Weighted-Average System," for more information.
- *Change categories.* If you accidentally entered a particular grade in the wrong topic category or in the wrong reporting period, this choice allows you to move it where it belongs.

The remaining four choices allow you to enter grades. If a choice does not appear, you can use the *Setup* option to turn it on. The next few pages describe these choices in more detail.

- *Enter the grades*. This is the normal method of grade entry.
- *Speed enter grades in order*. Saves a little typing, but requires you to enter the entire class in order.
- *Enter Scantron forms.* Lets you feed multiple-choice Scantron forms through a Scantron terminal and have the papers marked and recorded automatically. (This choice appears only if you turn on the *Scantron* option and have a Scantron terminal connected.)
- *Set default grades.* Lets you enter a single grade for the whole class, and then change the grades for individual students.

Grades in a Weighted-Average System

You can use letter grades, percent or points.

GradeBook Deluxe supports three different types of grades for weighted-average grading systems: letter (A+ to F), percent (0 to 100) and points (you determine a maximum from 1 to 200). (See "Grading Systems" in the **Calculations** chapter for more information on the two grading systems.)

It's not usually a good idea to change the type of grade after marks have already been entered in a record. Changing from point grading to either of the other types, changing the total number of points, or changing grades that have been curved may give unexpected results. If you do make such a change, print the grades out ahead of time, and then compare the converted grades with the originals to make sure the change was done the way you intended.

1. *Letter grades.* If you enter a letter grade, it is stored on the data disk as a number. The pre-set number values are shown below. If these equivalents differ from the scale you use, or if you use a letter grade of E as well as F, you can easily change the equivalents using the *Setup* option.

Letter Grade Equivalents		
A+ = 98	A = 95	A– = 91
B+ = 88	B = 85	B– = 81
C+ = 78	C = 75	C– = 71
D+ = 68	D = 65	D– = 61
F = 0		

If you do want to use different letter equivalents, be sure to use the *Setup* option to change them *before* entering any letter grades.

If the equivalents are changed after you have entered letter grades, the letter grades already entered will become incorrect since they were based on the old scale.

2. *Percents*. If you enter a grade in percent form, the number you enter is used to calculate averages unless you set a curve. (See "Curving Grades" later in this chapter.)
3. *Points*. If you enter a mark as points, the number of points is stored and can be displayed on reports. The number of points is not used directly when calculating averages; instead, the grade is first converted to a percent, and the percent is used in the average. You can curve points grades; see "Curving Grades" later in this chapter for more information.

Use an asterisk before the weight to indicate extra credit.

Each grade record, whether it's a letter, percent or point grade, has a weight. The weight determines its importance relative to the other grades in the same topic category. If all the weights are the same, the grades are treated as equally important. The standard weight for a grade record is 10 on a scale from 0 to 100. You can change this weight to increase or decrease its importance or to designate the grade as extra credit. If you precede the weight with an asterisk, the record counts as an extra credit assignment. See "Setting Weights" and "Extra Credit Assignments" in the **Calculations** chapter for more information.

Grades in a Cumulative-Point System

You must enter all grades as points.

If you are using cumulative-point grading, you must enter all grades as points. The number of points for a grade record determines the maximum number of points a student can earn on the assignment, and also determines the assignment's importance relative to the other grades in the same topic category. You can enter assignments worth from 1 to 800 points. If you precede the number of points with an asterisk, the record will count as an extra credit assignment. See "Extra Credit Assignments" in the **Calculations** chapter.

Use an asterisk before the number of points to indicate extra credit.

Missing and Excused Grades

You can use two special grades with any assignment in either type of grading system.

Missing grades count as zero.

- *Missing grades.* The grade of M stands for a missing grade. This grade normally counts as zero when it is averaged. It differs from a zero only in that it is shown as missing on a missing grade report. If you want the numerical equivalent for a missing grade to be higher than zero, you can change the value of an M by choosing *Grading system setup* and then *Weighted average setup* from the *Setup* menu.

Excused grades don't count at all.

- *Excused grades.* The grade of X stands for an excused grade and indicates that the grade should not be counted for that student. The student's average will be calculated as if this item did not exist.

You can easily locate any missing or excused grades you have entered by printing a missing grade report. See the *Reports* chapter to find out how to do this.

Entering Grades

Once you're satisfied with the code and the type of grades, choose *Enter the grades* from the menu. A class list will appear with the first name highlighted. Select the student for whom you want to enter a grade, press RETURN, type the grade, and press RETURN again. The selection moves down one student at a time as you enter each grade to make it easy to enter all

the grades in order. You can also use the arrow or number keys to move around. When you're done, press ESC.

You can activate several other grade entry options using *Setup*. See "Default Grades," "Speed Entry," "Scantron Entry," and "Single-student Entry" later in this chapter.

Curving in a Weighted-Average System

You can curve percent or point grades.

If you are using a weighted-average grading system, **GradeBook Deluxe** allows you to curve grades that are entered using either percent or points. You can also curve averages as they are calculated. To use curves, you must turn on the curving option using *Grading system setup* on the *Setup* menu.

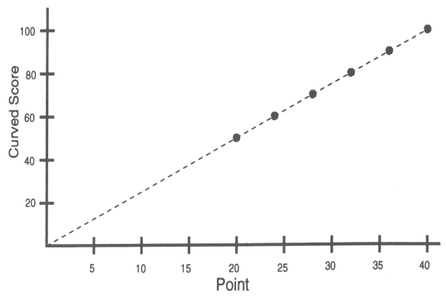
Curving using cumulative points

If you are using a cumulative-point system, you can curve point totals only, changing the way these totals are reported as percents and as letter grades. The curve will not affect the point total itself. See the next section on "Curving in a Cumulative-Point System" for more information.

The program uses a "curve" to convert the grades you enter into the numbers used for calculating averages. If you enter a grade in percent form, the original curve involves no change; if you enter a grade in points form, the original curve involves calculating the percent the student's grade is of the total possible points. (For instance, a score of 6 on an 8-point assignment is converted to 75%.) If you enter a letter grade, the number grade is determined by the setting of the letter grade equivalents described in the "Grades in a Weighted-Average System" section above.

Curves are defined by six conversion points. This example shows the original conversion for a points grade based on 40 points:

Pts	Crv	
40	100	A+
36	90	A-
32	80	B-
28	70	C-
24	60	D-
20	50	F



In this example, a score of 32 is converted to an 80 for use in averaging. A score between two points is converted by interpolating between the nearest pair of points, so a 22 is converted to a 55. Scores below the last conversion point are converted by interpolating between the last conversion point and (0, 0).

If you want to curve a set of grades, you will see a screen like this:

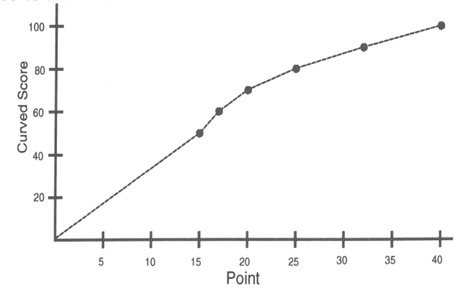
Adjusting the curve

```
Class Grades          Grade Distribution
Pts Crv  Pts Crv    4 A s: AAAA
 39  98   29  73    3 B s: BBB
 38  95   28_ 70    4 C s: CCCC
 38  95   27  68    4 D s: DDDD
 36_ 90   27  68    0 E  :
 34  85   27  60    2 F s: EF
 33  83   24_ 60    1 M  : M
 32_ 80   22  55    0 X  :
 31  78   18  45
 31  78    M
                        Pts    Crv
                Median :  31    77.5
                Mean   :  30.1  75.1
                Std Dev:   5.8  14.6

                Curve:   40 -> 100 A+
                         36 ->  90 A-
                         32 ->  80 B-
                         28 ->  70 C-
                         24 ->  60 C-
                         20 ->  50 F

Change which point of curve?
RETURN to pick. ? for help. ESC to quit.
```

The upper left portion of the screen shows the class grades in numeric order in two pairs of columns. Each pair of columns shows the original score on the left ("Pts") and the curved score on the right ("Crv"). Horizontal marks separate the A range from the B range, etc. A bar graph (upper right) shows the grade distribution, and a statistical analysis appears (middle on the right). The curve appears on the lower right. You can use the arrow keys to choose any of the numbers defining the curve. Press RETURN to change the selected number.

By changing the numbers in the left-hand column of the curve, you could establish the curve shown below. In this modified curve, a score of 32 is be converted to a 90 instead of an 80, and a score of 22 is be converted to a 74 instead of a 55.

Pts	Crv	
40	100	A+
32	90	A-
25	80	B-
20	70	C-
17	60	D-
15	50	F



When you've finished changing the numbers that define the curve, press ESC and the grades and grade distribution will be recalculated and displayed again. You can then either accept the modified curve or change it again until you're happy with it.

Curving in a Cumulative-Point System

Curves on cumulative points apply to point totals, not individual assignments.

If you are using a cumulative-point system, you can curve your point totals, but not the individual assignments. The curve will affect only the reporting of percent and letter grade equivalents; it will have no effect of the calculation of any totals. This restriction is necessary because each student's score depends on both the total and the basis. If one student has a total of 250/500, and another has 250/300, the two 250-point scores are not equivalent and cannot be curved the same way. If you curve this total, the 250/500 score will appear as 50%, and the 250/300 score will appear as 83%. You can curve these scores as you see fit to control both the percent and letter grade display from this total. For instance, if you decide that 50% of the possible points should qualify a student for a D, and your cutoff for D is 60, you can set a curve that converts 50 to 60, and the student with 250/500 would receive a D.

If the total you are curving is an intermediate total, such as the Second Quarter Quiz Total, the curve will have no effect on higher-level totals. The original score of 250/500, not the curved score of 60%, will be used in calculating the Second Quarter Total. The curve affects *only* the percent and letter equivalents for the curved total.

Scaling Grades

Scaling explained

GradeBook Deluxe allows you to scale grades that are entered using points. You can change the basis of a point system grade, and have all the student grades scaled accordingly. For instance, if you have entered a quiz based on 10 points, but want to change it to a 20-point quiz, you can scale the quiz from 10 to 20 points. A student whose grade was 8 out of 10 on the original scale will have 16 out of 20 on the new scale.

Scaling is automatically enabled when you enable curving from *Grading system setup* on the *Setup* menu. If a grade has been curved, you must remove the curve first before you can scale it.

Cumulative-point system–a caution

Be careful in scaling if you use a cumulative-point grading system; if you reduce the number of points, the original grades cannot be accurately reconstructed. For instance, if you scale a 30-point assignment to 10 points, a student with 16/30 would be changed to 5/10. If you later scaled the assignment back to 30 points, the student's grade would become 15/30 instead of the original 16/30.

Weighted-average system

Almost no loss of accuracy occurs if you use weighted-average grading, since in this system even point grades are maintained to two decimal places of accuracy. In the example above, the score of 16/30 would be scaled to 5.33/10, even though you never see the fraction. This grade would scale back to 15.99/30, and be displayed properly as 16/30.

Entering fractional points

You can use scaling to enter fractional points on assignments, provided you use weighted-average grading. If you want to give a student 5 $\frac{1}{2}$ points out of 10, make the assignment a 20-point assignment and give the student a grade of 11. If you later scale the assignment to 10 points, the student's grade will be 5.50/10. If you print this grade on a report in points mode, it will be rounded to 6 points, but it will count as 5.5 when calculating averages, and if you print it as a percent, it will appear as 55%.

Adjusting Scantron grades

Scaling can be especially useful when you mark papers on a Scantron terminal. If you have a 25-question quiz but you want each question to count for two points, you can enter the forms as a 25-point quiz and then scale the results to 50 points. See the section below on "Scantron Entry" for more information on using the Scantron terminal.

Printing Grades

There are a number of options when printing out grades.

When you finish entering grades, you can print the grades you have just entered or modified. (This choice appears only if you have a printer attached to a card in slot 1 or if you have a built-in printer port.) You can choose to print the grades in order of name, ID code or rank. Printouts by name are useful for your own records, and printouts by ID code are useful for posting. Printouts by rank list the students in order of their grades, from highest to lowest. If you choose a rank-order printout, you will still have to choose whether the name or ID code appears on the printout.

If the grade type is points, the printout includes the grades as you entered them, the converted grades and the letter grades. If the grade type is percent, the printout includes the original grades, the curved grades (if you set a curve) and the letter grades. (If you don't want the letter grades to appear, you can turn them off using *Enter grades setup* from the *Setup* menu.) The printout will also include statistical information, the curve, and a bar chart graphically showing the distribution of the grades.

Once you have entered a set of grades, you can enter more grades in the same category. Press ESC to move back through the menus to choose different categories, a different class, or to return to the main menu.

Automatic Calculations

Your averages or totals can always be up-to-date!

After you enter grades for a class, the program can automatically calculate the averages (if you use a weighted-average system) or totals (if you use a cumulative-point system). Use *Miscellaneous setup* from the *Setup* menu to turn this feature on or off. Keeping the feature on guarantees that your averages will always be up-to-date. Turning it off allows you to return to the main menu more quickly, without waiting for the averages or totals to be calculated.

Setting Default Grades

A timesaver!

Sometimes your entire class, with few exceptions, may have the same grade on a particular assignment. For instance, you may create a one-point homework record and give one point to every student who did the homework on a particular day. It's convenient on such an assignment to start every student's score at 1 point so that you only have to change the grades for those students who did not do their homework. **GradeBook Deluxe** allows you to enter such a "default" grade. First, you must choose *Enter grades setup* from the *Setup* menu and turn on the *Set default grades* option. This will place an additional item on the grade record menu allowing you to enter a default grade before you start entering the grades in the record. (This choice will appear only when you create a new record, not when you change the grades in an already existing record.)

Speed Entry of Grades

Another timesaver!

This is another option that you can turn on using *Enter grades setup* from the *Setup* menu. It adds a choice to the grade record menu allowing quicker entry of grades. If you choose this item when entering grades into a record, each student in the class will automatically be selected in turn so that you can enter that student's grade. You can enter grades for the entire class in order, without having to push RETURN twice for each student. To quit speed entry before reaching the end of the class, press ESC.

Scantron Entry

Setting up a Scantron system

You can use a Scantron data terminal (for instance, model 1100, 1200, 1300, 2100 or 5200) to enter student grades directly into **GradeBook Deluxe**.

The Model 1100 comes with a card that can be plugged into any slot. (Scantron recommends slot 4.) Connect the other models to the computer using a serial interface card (such as Apple's Super Serial Card) in slot 2. Set both the Scantron and the serial card for 9600 baud, and make sure the other settings match.

Connect the Scantron to one of the serial ports (COM1, COM2, COM3 or COM4) available on your computer. Use the Scantron's normal setting of 9600 baud. You can use the *Setup* menu to make the computer's settings match the settings on the Scantron.

Use *Enter grades setup* from the *Setup* menu to activate the *Scantron* option. Choose "Half" if you have a half-page reader (Model 1200, 1300, 2100 or 5100), "Full" if you have a full-page reader (Model 1400 or 5200) or "1100" if you have a Model 1100.

GradeBook Deluxe works with all standard forms that have an ID grid, including 2020, 2052, 2054, 2200, 20052 and 22000. Students must fill in their ID codes (described in the **Names** chapter of this manual) in the "I.D. Number" space on the Scantron form.

If the Scantron has a "Read 6/Read 7/Read 12" switch, set it to "Read 12"; if there is an "On-Line" switch, set it to "On-Line." Before entering the forms, mark the key and mark a "0" in the top row of the ID number section of the key. (The "0" is important; it allows the program to determine the type of ID grid on the forms you are using.) Begin entering a grade record as you normally would, setting the type of grade to points and setting the number of questions on the Scantron test as the number of points. Then choose *Enter Scantron grades* from the menu. If you have a printer connected you can choose to print the grades as they are read. This is useful for checking possible errors in ID codes, etc.

Entering the grades from the student forms

The program will read the key, ask for the number of answer spaces on one side of the form, and begin reading student forms. As each form is read, the grade is displayed on the screen next to the student's name. If there is an error in a form, an error message appears and the Scantron will not read any more forms until you read the message and press RETURN.

When you finish entering a set of forms, press the "End of Batch" or "Rekey" button on the Scantron. On the Model 1100, press the ESC on the computer keyboard. If there were too many questions to fit on a single side of a Scantron form, you will have a chance to enter a second key and a second set of forms.

Once you are done entering forms, you can print an item analysis and a summary of scores. You can also correct any errors using the normal method of entering grades.

If you give a test that is partially graded by Scantron and partially graded by hand, you can use **GradeBook Deluxe** to add up the two portions of the score for you. First create the grade record and type in the number of points you gave each student on the hand-graded portion. Then press ESC to quit, returning to the list of grade records. Again choose the same record, and this time choose *Enter Scantron forms*. As you feed the Scantron forms, instruct the program to add the Scantron scores to the previously-entered grades.

Scaling the grades

If you are using a cumulative-point grading system, and want to count a Scantron test or quiz based on more than one point per question, you can use scaling to adjust your grades properly after you enter the forms. For instance, you may give a 25-question multiple choice test but want each question to count as four points, for a total of 100 points. You start by entering the assignment as a 25-point test and feeding the Scantron forms. Once the forms are all read, you scale the test from 25 points to 100 points to achieve the desired scoring. See the section above on "Scaling Grades" for more information.

Single-Student Entry

Sometimes you may want to view and enter a series of grades for a single student. You can set up **GradeBook Deluxe** so that you have a choice of entering grades the normal way (by grade record), or entering them by student. Activate the "Enter by student" item in the *Enter grades* option of the *Setup* menu.

A rapid way to enter grades for one student

Once you have activated this option, when you select a class in which to enter grades, you will have a choice between normal grade entry and single-student grade entry. Press "S" for single-student entry, and then choose the categories in which to enter grades. Select the student whose grades you want to enter, and a list of the student's grades will appear on the screen. You can change any of the grades you want; a pointer (>) indicates the grades you changed. When you are finished making changes, press ESC to save your changes. You can then choose another student and enter more grades.

When you use single-student entry, it's best to choose only the category of grades you plan to change. If you choose "All grades" as the category, you'll have to wait while the program scans every grade record in the entire class, even though you might only be entering third quarter homework grades.

Modifying Calculations

Warning!
Modifications are temporary. The change lasts only until the modified average is recalculated.

On occasion you may want to directly change a student's calculated average (or point total, if you use cumulative points). You can set up **GradeBook Deluxe** to allow you to make such changes by turning on the *Modify averages* or *Modify totals* item in the *Enter grades* option of the *Setup* menu. Once this option is turned on, you can choose averages as well as regular assignments when you enter grades, and you can change those averages. If you are using weighted averages, you can enter only whole numbers, even though averages can be displayed with up to two decimal places. If you are using cumulative points, you can change both the student's point total and the basis. In either case, any change you make will be lost if you ever recalculate the average.

Calculations

About this chapter

Once you have entered student grades, they must be combined to calculate either averages (if you use a weighted-average system) or totals (if you use a cumulative-point system). This chapter describes how to:

- Set weights and calculate averages if you use a weighted-average system
- Calculate totals if you use a cumulative-point system
- Use automatic calculation to keep your averages or totals always up-to-date
- Use complete calculation to compute all needed averages or totals at once
- Use manual calculation to compute one particular average or total, leaving others unchanged
- Drop grades from an average or total (for instance, use only the best 8 out of 10 homework grades)
- Identify assignments as extra credit assignments
- Manipulate averages or totals directly

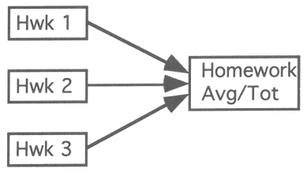
The first two sections of the chapter are particularly important. The first section, "Calculating Averages/Totals," explains the three-step process that **GradeBook Deluxe** uses to calculate averages or totals. The second section, "Grading Systems," explains the differences between the weighted-average grading system and the cumulative-point grading system.

Calculating Averages/Totals

When you choose *Calculate* from the main menu, **GradeBook Deluxe** either averages or totals the grades that you have entered. **GradeBook Deluxe** will average your grades if you've set it up to use a weighted-average system, or it will add up the total number of points if you've set it up to use a cumulative-point system. In either case, **GradeBook Deluxe** follows a three-step process in doing its calculations:

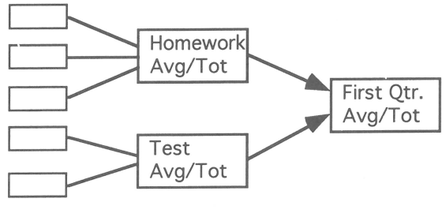
1. Topic averages or totals are computed first. Individual grade entries are combined to determine a topic grade. For example, homework grades are combined to get a homework average/total. Likewise, individual grades for quizzes, tests and other topics are combined to determine the average/total for each of those topics.

Homework grades are combined to calculate the homework average or total.



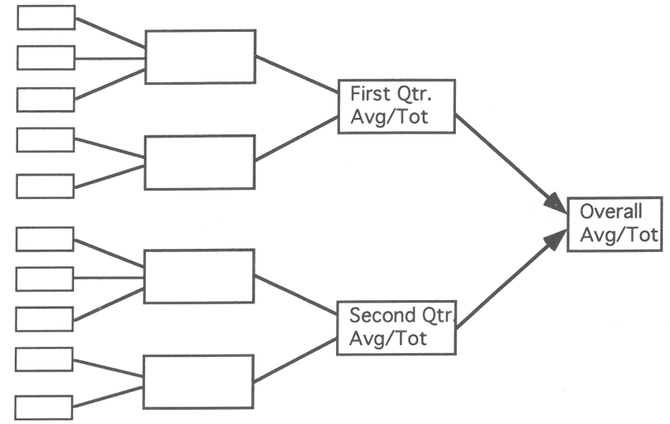
2. Once the topic grades are computed, a grade can be calculated for an entire report period. The "first quarter" is a commonly used report period. A first quarter grade is calculated by combining the various topics: homework, quizzes, tests and any other categories you have established.

Topic averages/totals are combined to calculate the report period average or total.



3. A final grade will be calculated using the grades for report periods. A final grade might include first, second, third and fourth quarter, as well as midterm and final exams.

Report period averages/totals are combined to calculate the overall average or total.



GradeBook Deluxe always keeps track of which averages/totals are correct and up-to-date, and which are not. If you tell it to calculate the overall average and it has not yet calculated the second quarter average, it will calculate the second quarter average, and then the overall average. Similarly, if the second quarter quiz average is not up-to-date because you have changed one student's grade on a particular quiz, the program will calculate the second quarter quiz average, then the second quarter average, and finally the overall average.

For each calculation, **GradeBook Deluxe** will calculate a weighted average if you use a weighted-average system, or it will calculate a total if you use a cumulative-point system.

How weighted averages are calculated

For a weighted average, the weight of each grade determines the importance of that grade in forming the average. A homework assignment with a weight of 20 is twice as important to a student's grade as a homework assignment with a weight of 10. Weights at each of the three steps of averaging are independent of each other. At step 1 (calculating a topic average), you could make a major quiz twice as important as a regular quiz. At step 2 (calculating a report period average), you could make the test average twice as important as the homework average. And at step 3 (calculating overall average), you could assign extra weight to the second quarter average to make it count more than the first quarter average. The section below describes the weighted-average grading system in more detail.

How cumulative point totals are calculated

For a cumulative point total, the number of points in each assignment determines the importance of that grade in forming the total. At step 1 (calculating a topic total), a 50-point quiz will be five times as important to a student's grade as a 10-point quiz. At step 2 (calculating a report period total), if there are 50 points in homework grades and 100 points in test grades, the tests will count twice as much as the homework. At step 3 (calculating the overall total), if the second quarter total is based on more points than the first quarter total, the second quarter will be more important in students' grades. The section below describes the cumulative-point grading system in more detail..

Grading Systems

GradeBook Deluxe allows you to use either of two different grading systems: the weighted-average system or the cumulative-point system. (You can adapt the weighted-average system to use elements of a point system, if you use a combination of the two systems. See the section below on "Combination Grading Systems.") The chart below summarizes the two systems; each system is discussed in more detail below.

You should choose the grading system you will use before you create any classes. Although a class can be changed from one grading system to the other using the *Repair* option from the *Other activities* menu, it's much more convenient to start off using the right system.

System	Advantages	Disadvantages
Weighted-average	• use letter, percent or point grades • easy to adjust importance of grades or averages at any time • the way you grade an assignment and the importance of the assignment are independent • percent and point grades and averages can be curved	• limited to 200 points per assignment • math is harder for students to calculate and check • shows only percent averages, not the totals used to calculate the averages
Cumulative points	• up to 800 points per assignment • math is easy for students to calculate • calculates, stores and prints the total points and total possible points for each student	• can't enter grades in letter form • importance of grades is determined when entered; they can't be adjusted later • the way you grade an assignment determines its importance • point grades and totals cannot be curved

Weighted-Average Grading System

The weight determines the importance of the assignment.

The weighted-average system assigns a weight to each assignment. The weight of an assignment determines the importance of that assignment when grades are averaged. For instance, if a student has quiz grades of 80% and 100%, the average will depend on the weights of the quizzes:

Two sample calculations using weights

Quizzes weighted equally

Score		Weight		Weighted Score
80	•	10	=	800
100	•	10	=	1000
Totals:		20		1800

$$\text{Average} = \frac{\text{Total Weighted Score}}{\text{Total Weight}} = \frac{1800}{20} = 90.0$$

Second quiz counts more

Score		Weight		Weighted Score
80	•	10	=	800
100	•	20	=	2000
Totals:		30		2800

$$\text{Average} = \frac{\text{Total Weighted Score}}{\text{Total Weight}} = \frac{2800}{30} = 93.3$$

In the left-hand example above, the quizzes have equal weights and the student's average is 90. In the right-hand example, the weight of the second quiz has been increased from 10 to 20, so that it counts more in the average. Since the student did better on the quiz that counted more, the student's average is higher.

It's relative weights, not actual values, that matter.

When calculating a weighted average, the *relative* values of the weights that are important, not the actual numbers. The calculation on the left would come out the same way if the weights were both 5, or if they were both 100. The important part is that the weights are equal. Similarly, the calculation on the right would come out the same if the weights were 5 and 10 respectively, or if they were 50 and 100. The important part is that the weight of the second quiz is twice that of the first.

Weights are easy to adjust.

The weighted-average system makes it easy for you to adjust the relative importance of each assignment or each category of assignments. You can set the weight at the time you enter the grades, or you can adjust it later when you calculate averages. You can easily adjust the weights to make the different categories count just the way you want them to. For instance, you can decide to count tests as 40% of the grade, quizzes as 30% and homework and class work as 15% each.

You don't have to pay attention to weights if you don't want to. If you ignore the weights, **GradeBook Deluxe** will automatically assign a weight to each assignment. When you calculate topic averages, all your homework grades will count equally to each other, all your tests will count equally to each other, and so forth. When you calculate report period averages, **GradeBook Deluxe** will automatically make your quiz and homework averages equally important, and it will make your test average twice as important as the other two. When you calculate the overall average, **GradeBook Deluxe** will automatically make all the reporting period averages equal to each other.

If you do adjust the weights, **GradeBook Deluxe** tries to learn your system. For instance, if you adjust the weights to count tests and quizzes equally in the first report period average, **GradeBook Deluxe** will propose counting them equally when it comes time to calculate the second report period average.

Mix letter, percent and point grading

Since the weight and not by the grade type determines the importance of an assignment, you can freely mix assignments that are marked with percents, points, or letters. If you enter a grade as a letter, the numerical equivalent of the letter is used to compute an average. If you enter a grade as a percent, the percent is used. If you enter a grade as points, **GradeBook Deluxe** converts the points to percent, and uses the percent form in its calculations.

You can curve assignments and averages.

With weighted-average grading, percent and point assignments and averages can be curved, and the curved grade will be the one that is used on subsequent calculations. See the section "Curving Grades" in the **Grades** chapter for more information.

Changing to weighted-average system

GradeBook Deluxe comes set to use the weighted-average system. If you want to check the setting, or if your disk has been switched to cumulative points, you can use the *Setup* option to turn on *Weighted average system* in *Grading system setup* before you create your class. (But if you've already created the class using the wrong grading system, there is a way to fix it. See the **Repair** chapter of this manual for details.)

Cumulative-Point Grading System

The number of points determines the importance of the assignment.

Many teachers use a cumulative-point grading system. In this system, a student's average is calculated simply by adding up the number of points the student received on each assignment, and then dividing by the basis (the number of possible points for that student). This system makes calculating grades particularly simple, and many teachers like it because students can easily calculate their own grades. Here are sample calculations for a category total and a reporting period total for one student:

Two sample calculations using cumulative points

First Quarter Quiz Total		
Item	Basis	Actual Pts
Quiz 1	20	18
Quiz 2	10	10
Quiz 3	14	8
Total:	44	36

$$\text{Percent grade} = \frac{100 \times \text{Actual Pts}}{\text{Basis}} = \frac{3600}{44} = 81.8$$

First Quarter Total		
Item	Basis	Actual Pts
Quiz Total	44	36
Test Total	60	52
Hwk Total	30	25
Total:	134	113

$$\text{Percent grade} = \frac{100 \times \text{Actual Pts}}{\text{Basis}} = \frac{11300}{134} = 84.3$$

The left-hand calculation shows that the student received 36 points out of a possible 44 points on quizzes in the first quarter. The right-hand calculation shows this quiz total being combined with the student's test and homework totals. The result is that the student scored 113 out of 134 possible points in the first quarter. Although the calculations also show percent equivalents, only the totals are used, not the percents, for the calculation of the next level of totals.

If you use this system, you must enter all grades as points; you cannot enter letter or percent grades. The number of points for each assignment can be from 1 to 800, and the number of points for the entire year cannot exceed 25,000.

Use percent equivalents for report card grades.

The program keeps track of both the actual points and the basis (possible points) for each student for each total. If a student has been excused from some assignments, she will have a different basis than her classmates. For instance, a student who joined the class late might have 250 points out of 300 (83%), while another student has 300 out of 400 (75%). Students should be compared, and report card grades assigned, based not on the total points but on the percent equivalent for the total points.

Some limitations

With cumulative-point grading, the number of points determines both the method you use to mark an assignment and the importance of the assignment. This limits your flexibility: once you've entered grades, you cannot easily decide to make an assignment more important or less important than you had originally planned. (See the section on "Scaling grades" in the **Grades** chapter for a partial solution to this problem.) And if a quiz has 10 questions, you are restricted in your choices of how important it will be in your grading. (You can count it for 10 points, or 20, or 30—but not for 5 points or 15.)

Changing to cumulative-point system

To use the cumulative-point system, turn on *Cumulative point system* in *Grading system setup* before you create your class. (But if you've already created the class using the wrong grading system, there is a way to fix it. See the **Repair** chapter of this manual for details.)

Combination Grading System

Some teachers like to use a point grading system for homework, but also like to be able to weight the topic averages, counting homework for 30% of the grade, quizzes for 30%, and tests for 40%. It is not possible to use both the cumulative-point system and the weighted-average system in the same class. However, the weighted-average system will give the same results as the cumulative-point system as long as you set the weight of each assignment equal to the number of points for that assignment.

Adjusting weights so the two systems give the same result

Cumulative-Point System		
Item	Basis	Actual Pts
Quiz 1	20	18
Quiz 2	10	10
Quiz 3	14	8
Total:	44	36

$$\text{Percent grade} = \frac{100 \times \text{Actual Pts}}{\text{Basis}} = \frac{3600}{44} = 81.8$$

Weighted-Average System				
Score		Weight	=	Weighted Score
90	•	20	=	1800
100	•	10	=	1000
57.14	•	14	=	800
Totals:		44		3600

$$\text{Average} = \frac{\text{Total Weighted Score}}{\text{Total Weight}} = \frac{3600}{44} = 81.8$$

Although the result is the same, there are some limitations when you use the weighted-average system like a point system:

- The cumulative-point system can display and print the total basis, the total actual points and the percent; the weighted-average system can show only the final average and not the point totals.
- The weighted-average system can handle no more than 200 points per assignment, and the maximum weight is 100. You can't use assignments of over 100 points.

Using a combination system

If you want to use a combination system, you can even tell **GradeBook Deluxe** to automatically set the weights correctly for you whenever you enter a grade using points. Turn on the *Set weight = points* setting from the *Grading system* option of the *Setup* menu. A 20-point quiz will have a weight of 20, and count twice as much as a 10-point quiz. As long as you mark all your homework assignments using points, you will get the same result for homework as you would have gotten with a cumulative-point system. You will also have the flexibility to allow you to weight your tests, quizzes and topic averages.

You can even arrange for category averages to automatically be assigned weights that correspond to the total weights of the grades in that category. For instance, if there are eight homework assignments worth ten points each, the homework average would automatically have a weight of 80. This feature takes effect if the *Set weight = points* setting described above is turned on, and if the category weight in *Category setup* is set to 0. Any category average weight that exceeds 100 will automatically be scaled back by dividing by 10, so be sure to inspect these weights when you calculate to make sure they are really what you want.

Automatic Calculation

If automatic calculation is turned on, **GradeBook Deluxe** calculates averages/totals whenever you add or change a grade, so that the calculations are always up to date. Use *Miscellaneous setup* from the *Setup* menu to turn automatic calculation on or off.

Recalculate automatically whenever there's a change.

If you are happy with the results of automatic calculation, you may never need to choose the *Calculate* option from the main menu.

Depending on the speed of your computer and disk drive, the time required for automatic calculation may interfere with your work. If so, turn automatic calculation off.

Even if you do use automatic calculation, you may want to control the calculations in certain ways that are not available with automatic calculation. To change the weights of the grades used in a calculation, to drop low marks before doing the calculation, to curve the results of the calculation, or to print out the calculation, use the *Calculate* option from the main menu.

Once you have made changes in a calculation (changed the weights, dropped the lowest marks, or set a curve for a homework average/total), your changes will remain, even if automatic calculation causes the average/total to be recalculated. (For instance, you might drop the two lowest marks from a homework average/total. If **GradeBook Deluxe** later

automatically recalculates that average/total , it will again drop the lowest two marks. Similarly, if you curve an average/total, the program will use the curve you set for any later automatic recalculation of that same average/total.)

Complete Calculation

Recalculate all averages/totals that have changed

When you use the *Calculate* option, you first choose a class and then a reporting period. The last choice on the reporting period menu, *All Grades*, brings all the calculations for the class up to date in one step. The program calculates any needed supporting calculations first, and then the overall average/total. (A supporting calculation is an average or total on which the chosen calculation depends. For instance, the supporting calculations for the first quarter average include the first quarter test average, the first quarter quiz average and the first quarter homework average. Supporting calculations must be available and correct for the chosen calculation to be correct.)

If any supporting calculations have not yet been done, or if there have been any changes that have made supporting calculations incorrect, the program calculates those first. It will not recalculate upporting calculations that are still correct.

If you have many calculations to do, and you are printing all of them, you can do something else while the program calculates and prints. When you come back, the supporting calculations will be finished and you can set weights (if needed) for the overall average/total. All the calculations will be correct; only the ones that have changed will have been printed.

Manual Calculation

The reasons for manually calculating averages/totals

There are several possible reasons for calculating a particular average or total manually, rather than letting it be calculated automatically as part of the overall average/total:

- You may wish to drop certain grades to change student grade averages. Perhaps you would like to drop each student's lowest three homework grades, or her poorest single quiz grade.
- You may want to change the weight of a specific topic area. Perhaps you would like to decrease the importance of homework grades in the first quarter grade. Or you may want to increase the weight of quizzes in the second quarter average.
- You may want to set a curve for a particular average/total.
- You may want to print a specific calculation without printing or recalculating the overall average/total. Perhaps you would like to print just the third quarter homework grades and totals to post for your class.

How to manually calculate averages/totals

Manual calculation allows you to do any of these things for a specific calculation. To manually calculate a particular average/total, choose *Calculate* from the main menu, select your class, and then choose the category of the average/total you want to do. For instance, to calculate the second quarter quiz average/total, choose *Second Quarter* and then *Quiz*. To calculate the third quarter average/total, choose *Third Quarter* and *All Third Quarter Grades*. You can then change weights, drop grades, set a curve, or print. (Setting weights is not available if you use the cumulative-point system.)

Warning!

If you do choose to calculate a specific average/total, the program will bring any necessary supporting calculations up to date. Unless you have automatic calculations turned on, other calculations, such as the overall average/total, *will not be recalculated and might be incorrect until they too are recalculated.*

See "Setting and Changing Weights" and "Dropping Low Grades" later in this chapter for more information on these topics.

Setting and Changing Weights

The standard weights for individual grades

It is possible to set and change weights if you use a weighted-average grading system. You can set the weight for each grade record as you enter the grades, or you can set them all at once when you manually calculate an average. The standard weight for individual assignments is 10, so all records count equally in the calculation of the topic average unless you change the weights.

All the weights are relative to each other; if there are three grades, each with a weight of 10, each counts for 33% of the average. Weights can be any value from 0 to 100. A grade with a weight of 10 will count twice as much as a grade with a weight of 5, but only half as much as a grade with a weight of 20. Only the relative values of the weights matter, and the weights do not have to add up to 100.

The standard weight for homework, quizzes and tests

For reporting period averages and for the overall average, **GradeBook Deluxe** assumes initially that you want the standard weights. For each report period, the quiz average has a weight of 10 (25%), the homework average has a weight of 10 (25%), and test average has a weight of 20 and counts twice as much as the other two (50%). For the overall average, all report periods and the final exam (if any) count equally.

Changing standard weights

Standard weights are the weights that are used originally, before you make any changes. You can change the standard weight for assignments using *Weighted average setup* from the *Grading system setup* menu of the *Setup* option. If you turn on *Set weight = points*, the weight for points assignments will be equal to the number of points in the assignment. You can also change the standard weights for percent and letter grade assignments. You can also change the program's standard weights for averages, using *Category setup* from the *Setup* option. Any changes made in this way will only affect classes created after the change, not classes that already exist. It is best to set the categories and weights the way that you want them before you begin entering names in classes.

Changing actual weights

When you manually calculate a specific report period and topic average, you will see a menu of the grade records being averaged and the relative weight associated with each record. At this time, you can change the weights that will be used in the calculation. When you calculate a specific report period average and choose all the grades for that report period, you can change the weights assigned to each topic. When you choose to average *All Grades*, you can change the weights for report periods and the final exam.

The screen below shows a test average about to be changed from a weight of 20 to a weight of 25. After the change it will count 2 $^1/_2$ times as much as the quiz and homework averages in computing the report period average:

```
Calculate: ENG2 P4: First Quarter Average
 1 First Quarter Test Avg     20  50%
 2 First Quarte Homewor Avg   10  25%
 3 First Quarter Quiz Avg     10  25%

Enter the new weight: 25
Begin with asterisk for EC assignment.
```

Since the weights are relative, the following two examples result in exactly the same calculation:

```
Calculate: ENG2 P4: First Quarter Average
 1 First Quarter Test Avg     25  63%
 2 First Quarte Homewor Avg    5  13%
 3 First Quarter Quiz Avg     10  25%
```

```
Calculate: ENG2 P4: First Quarter Average
 1 First Quarter Test Avg      5  63%
 2 First Quarte Homewor Avg    1  13%
 3 First Quarter Quiz Avg      2  25%
```

You can set up just about any scheme you want for calculating averages. For instance, suppose your year's grade is based on four quarters and a final exam. If the final exam is to count one-tenth of the year's grade and the four quarterly averages are to count equally for the other nine-tenths, you could use a total weight of 40. Set the final exam weight to 4 (one-tenth the total), and set the quarterly average weights to 9 each so they add up to 36 (nine-tenths of the total).

Weights for Automatic Calculation

You can choose *All Grades* from the *Calculations* menu to automatically calculate the overall average. **GradeBook Deluxe** will use the current weights for grade records and topics. Unless you have changed a weight, each weight will be 10 and all grades within a topic will be weighted equally. When a supporting report period average is calculated for the first time, the topic weights used are the same as for the previous report period. If there is no previous report period average, the program will use the standard weights. (The standard weights make tests and quizzes 25% each and tests 50% of the report period average. You can change these before you enter names in a class by choosing *Category setup* from the *Setup* menu. See "Setting and Changing Weights" if you want to change weights for an existing class.) If there is a previous report period average, the weights used in that calculation will be applied to the new average being calculated.

Extra Credit Assignments

There are many different methods of giving students extra credit; **GradeBook Deluxe** accommodates most of them. You can add extra credit points onto regular assignments, you can enter two different kinds of extra credit assignments, or you can create an entire category for extra credit. You can even arrange to have the extra credit add a desired number of points directly to a student's average.

Adding extra credit points onto a regular assignment

- You can give up to 10% extra credit on any regular assignment, or more if you change the limit using the *Grading system* option under *Setup*. For example, on a 20–point assignment, you can enter grades up to 22. On a percent assignment, you can enter grades up to 110. Use *Setup* to change the 10% limit, up to a 25% maximum.

Using an "excused" regular assignment to enter extra credit grades

- You can use a regular assignment and enter only perfect or excused scores. The assignment will raise the averages of students with perfect scores, and have no effect on the averages of students with excused scores. This example shows the effect of such an assignment on a student's average:

Without the EC Assignment				With the EC Assignment			
Score	Weight		Weighted Score	Score	Weight		Weighted Score
80	• 10	=	800	80	• 10	=	800
70	• 10	=	700	70	• 10	=	700
60	• 10	=	600	60	• 10	=	600
Totals:	30		2100	50	• *5	=	250
				Totals:	30		2350
Average = $\frac{\text{Total Weighted Score}}{\text{Total Weight}}$ = $\frac{2100}{30}$ = 70.0				Average = $\frac{\text{Total Weighted Score}}{\text{Total Weight}}$ = $\frac{2350}{30}$ = 78.3			

Without the EC Assignment				With the EC Assignment			
Score	Weight		Weighted Score	Score	Weight		Weighted Score
80	• 10	=	800	80	• 10	=	800
70	• 10	=	700	70	• 10	=	700
60	• 10	=	600	60	• 10	=	600
Totals:	30		2100	100	• 10	=	1000
				Totals:	40		3100
Average = $\frac{\text{Total Weighted Score}}{\text{Total Weight}}$ = $\frac{2100}{30}$ = 70.0				Average = $\frac{\text{Total Weighted Score}}{\text{Total Weight}}$ = $\frac{3100}{40}$ = 77.5			

On the left, the student has three homework scores of 80, 70 and 60 percent, for a homework average of 70. On the right, the student has received extra credit equivalent to one perfect homework score, raising the average to 77.5.

You can use this method with either weighted-average or cumulative-point grading systems. With weighted averages, you can use percent, points or letter grading. There are two ways to control the magnitude of the effect on the student's grade. You can change either the weight of the assignment (weighted-average grading system) or the number of points in the assignment (cumulative-point grading system). The higher the weight or points, the larger the effect will be. Enter only perfect scores for students who are to receive the extra credit; otherwise the effect on the student's grade may not be what you expect. As long as all other students' grades are set to X, the assignment will have no effect on their grades.

This assignment must be a *regular* assignment; it should *not* be a special extra credit assignment as described below. If you use this method, it will be convenient to turn on the *Set default grades* option on the *Enter grades setup* menu. This will allow you to set all the grades on the assignment to excused before you start entering any grades.

Using an extra credit assignment to dramatically affect the grade average or total

- The following method will have a very strong effect on a student's grade average. Create an assignment and mark it as an extra credit assignment by preceding its weight with an asterisk. (For a cumulative-point grading system, precede the number of points with an asterisk.) You can then enter grades for those students who are to receive extra credit; leave the scores of other students as missing (M) or zero. If you use the cumulative-point system, the number of points you enter will be added to the student's total, without affecting the basis (number of possible points) for the student. If you use the weighted-average system, the amount of extra credit each student receives will be a combination of the actual grade you enter for the student and the weight of the assignment. The example below shows the effect of such an assignment on a student's average:

On the left, the student has three homework scores of 80, 70 and 60 percent, for a homework average of 70. On the right, the student has received 50% credit on an assignment with an EC weight of 5, raising the average to 78.3.

In a weighted-average system, an EC assignment increases the total weighted score without any effect on the total weight. You control the size of the effect by adjusting the weight of the assignment. In a cumulative-point system, it increases the total points without any effect on the basis; you control the size of the effect by adjusting the number of points of the assignment. In either case, an EC assignment has a much more dramatic effect on the student's grade than does the method of entering perfect and excused scores on a regular assignment.

Creating an extra credit category

- You can create an entire extra credit category. Mark each assignment in the category as an EC assignment by preceding its weight (or number of points, for cumulative-point systems) with an asterisk. If you use the cumulative-point system, the number of points you enter on these assignments will be added to the student's total. It will not affect the basis (number of possible points) for the student. If you use the weighted-average system, the category will be averaged normally, but the result will be used as an extra credit score at the next level of averages. The example below shows the effect of such a category on a student's average:

First Quarter Average (with Extra Credit category)

Category	Average		Weight		Weighted Score
Tests	80	•	40	=	3200
Quizzes	75	•	30	=	2250
Homework	82	•	30	=	2460
Extra Credit	60	•	*10	=	600
Totals:			100		8510

$$\text{Average} = \frac{\text{Total Weighted Score}}{\text{Total Weight}} = \frac{8510}{100} = 85.1$$

In this example, the extra credit category has raised the student's average by six points, from 79.1 to 85.1. If you use weighted averages, control the magnitude of the effect by adjusting the weight of the extra credit category. Changing the weight to *5, for instance, would reduce the change to three points, raising the average from 79.1 to 82.1. If you use cumulative points, control the magnitude of the effect by adjusting the total number of points of extra credit you give in the category.

Adding directly to a student's average

- You can add extra credit directly to a student's average, using weighted averages. (If you use cumulative points, extra credit is always added to the student's point total.) Create an extra credit category, and enter a single assignment in the extra credit category for the current reporting period. The grade type can be either percent or 100 points. Use this assignment to enter the number of points to be added to each student's average. Then calculate the reporting period average, and change the weight for the extra credit category. Enter the weight with an asterisk, and make it numerically equal to the sum of the other weights. For instance, if the other weights are 40, 30 and 30, use *100 for the extra credit weight. The example below shows three points of extra credit being added to a student's average:

First Quarter Average (with Extra Credit category)

Category	Average		Weight		Weighted Score
Tests	80	•	40	=	3200
Quizzes	75	•	30	=	2250
Homework	82	•	30	=	2460
Extra Credit	3	•	*100	=	300
Totals:			100		8210

$$\text{Average} = \frac{\text{Total Weighted Score}}{\text{Total Weight}} = \frac{8210}{100} = 82.1$$

In this example, the extra credit category has raised the student's average by three points, from 79.1 to 82.1. To make smaller changes in a student's grade, use a smaller number for the weight of the EC category. In the example above, a weight of *50 would result in each point of extra credit adding one-half point to the student's average. A weight of *10 results in each point of extra credit adding one-tenth of a point to the student's average.

Dropping Low Marks

Certain conditions must be met to drop the lowest mark.

In some instances, teachers like to count the best 8 of 10 quizzes or tell students to do any 3 of 4 possible assignments. **GradeBook Deluxe** supports this capability. The grades to be grouped in this way must all be in the same topic category (*e.g.*, all first quarter homework grades or all second quarter quiz grades). In addition, all the grades in the topic must have the same weight (or number of points, if you are using a cumulative points grading system). If both these conditions are met, you can drop low marks.

You will not have the opportunity to drop low marks if you use complete calculation by choosing *All Grades*. To drop low marks, use manual calculation by choosing a specific report period and a specific topic. The program will ask how many low grades you want to drop. If you want every grade counted, enter 0. On the other hand, if you want to count 8 out of 10 quizzes, enter 2. Excused grades are dropped first, and then the lowest grades remaining until a total of 2 grades have been dropped from the average. The dropped grades are marked with a dash (–) on the average printout. (If you don't want excused grades dropped, you can accomplish this by changing one of the settings under *Grading system* in the *Setup* menu.)

The number of grades dropped will be remembered in case this calculation ever needs to be done again, either manually or automatically.

Printing Calculations

If you have a printer connected, the program asks if you want to print the calculations. If the chosen calculation depends on supporting averages/totals that need to be recalculated, the program will ask twice whether you want a printout. The first time it will ask about the supporting calculations, and then about the specific calculation you chose from the menu.

You can choose to print the grades by name, by ID code (in case you want to post them), or by rank. The printout includes the grades the calculation is based on, the calculation itself, the curved grades (if you set a curve), and the letter grades. If you are using a cumulative points grading system, the printout also includes the basis and the resulting percent. (If you don't want the letter grades to appear, you can turn them off using *Enter grades setup* from the *Setup* menu.) The printout will also include the weights used (weighted-average only), the number of grades dropped (if any), statistical information, the curve and a bar chart showing graphically the distribution of the grades.

If you start a printout by mistake, you can stop it by pressing ESC.

Accuracy and Rounding of Averages

Averages ending in .50 are rounded up

GradeBook Deluxe calculates and stores averages with two decimal digits of accuracy. They are normally rounded off to the nearest whole number when they are printed. Averages ending in exactly .50 are rounded up. Thus if a student has two test grades, 89 and 90, the average will be rounded to 90. Note however that a first quarter average of 89 and a second quarter average of 90 may not necessarily round to 90. Here is an example where they round to 89:

Average	Actual	Shown
1st Quarter	88.60	89
2nd Quarter	89.70	90
Overall	89.15	89

You can print averages to two decimal places.

To print one or both of the decimal digits of averages, change the *Decimals in averages* option from the *Report setup* option from the *Setup* menu. Set the number of decimals to 0 to round off to the nearest whole number; set it to 1 to show tenths, or to 2 to show hundredths.

When using a cumulative-point system, **GradeBook Deluxe** uses only whole numbers; the display of decimals applies only when you print percent equivalents. The maximum number of points allowed for the year is 25,000.

Minimum Averages

Some teachers, and some schools, have a "minimum average" policy: they never gived a graded which is less than a certain minimum value. For instance, if the minimum average is 40, and a student's actual average works out to a 32, the student is to be given a 40 instead. Use *Weighted average setup* from the *Grading system* choice of the *Setup* menu to set such a minimum average at any of the three levels of averages (topic, reporting period or overall). **GradeBook Deluxe** will use the minimum instead of the calculated average for any student whose average is less than the minimum.

Changing Averages/Totals

GradeBook Deluxe allows you to change averages or point totals after they have been calculated. This capability is useful if you want to change the description of the average or total, or if you want to manually change a student's calculated average or total. For instance, you may want to change the name of the "Overall average" to "Final grade," or you may want to adjust a student's grade from 69 to 70.

Use this feature with caution!

To enable this capability, turn on the *Modify averages* option using *Enter grades setup* from the *Setup* menu. (The option is called *Modify totals* if you use a cumulative-point grading system.) You can then use the *Grades* option to modify averages as well as grades: you can change the description, code and student grades. (You cannot, however, move an average to a different category.) Most teachers will not want to use the *Modify averages* capability, as it presents a hazard. If you change a student's average or total and then later the program re-calculates either manually or automatically, the new calculation will replace the one you had modified. You will not be warned or reminded that you had made a change.

There is a safer solution when a student has scored a 69 and you want to give the student a 70 instead. Simply tell the student that you are turning in a grade of 70 to the office, but that the calculated grade remains a 69. Encourage the student to work especially hard to make sure she raises the grade to a 70 for the next reporting period.

Reports

About this chapter

This chapter describes how to use the main menu *Report* option to print a report. This chapter tells how to:

- Select grades for a report
- Print each grade record in the format of your choice, showing points, percent, letter grade, and so forth
- Select all students, select students by name, or select those students whose grades fall into a particular range
- Choose among the five types of reports that are available
- Include your personalized comments on reports

To report on a single grade record or a single average, it's easier to use the *Grades* or *Calculate* option respectively from the main menu. See the appropriate chapters for details.

Make sure your calculations are up to date.

If you are not using automatic calculation, use *Calculate* from the main menu to be sure that your averages/totals are up to date before you print them. Otherwise your report may contain averages or totals that are no longer correct.

Use Setup to change how Reports works.

To adapt **GradeBook Deluxe** to your printer, or to change the initial choices for the formats in which grades are printed, see the **Setup** chapter. The **Setup** chapter also tells you how to change the space between columns on column reports, and it allows you to change or delete the personalized comments stored on disk.

Choosing Grades

An overview of the flexibility in choosing grades

GradeBook Deluxe provides great flexibility in printing reports. The flexibility begins with choosing grades. As a default choice, **GradeBook Deluxe** will print every individual grade for an entire report period. The screen below shows the grades that can be reported for a period in which there were two tests, two quizzes and two homework assignments. You can print all these grades, or you can print only certain ones, depending on the purpose of your report. You can also choose the forms in which the grade will be printed: letter, percent, points, and so forth. This section describes how to make these choices.

Choose the class and categories.

Begin by choosing the *Report* option and selecting the class to report on. Then you will choose the grade categories that you want to include on the report. The program automatically highlights the current report period and the choice for all grades. Change these if you like.

A screen appears like the one below, showing all grades in the chosen categories. (The screen is hypothetical because it shows features from both cumulative-point and weighted-average and grading systems, and these features cannot be present at the same time in one class.) Use this screen to choose which grades to print, and the form in which to print them.

Choose whether and how to report each grade.

```
Report: ENG4 P2
 1 P/ L Test #1
 2 %C   Test #2
 3 L    Homework #1
 4      Homework #2
 5 P %L Quiz #1
 6 LN   Quiz #2
 7 %C   First Rpt Test Avg
 8  C   First Rpt Homework Avg
 9 %CL  First Rpt Quiz Avg
10 %    First Rpt Average


Change reporting for which record?
ESC to quit. ? for help.
```

These codes show the choices you have made.

The code before each grade record indicates how that grade record is going to be reported. If no code appears before a grade, the grade will not be printed. The following codes are used:

Turn all the codes off to avoid printing a grade record.

- **%** Show the percent grade (points out of 100). If % appears in the first column, the grade was originally entered as percent;. If it appears in another column, the grade was entered as points, but will be shown as a percent.
- ***P*** Show the number of points. The grade was originally entered as points.
- **/** Show the basis, or maximum possible points. (This option is available only when you use the cumulative-point grading system.)
- ***C*** Show the curved grade. The grade was entered as percent or points and was then curved. (This option is available only when you use the weighted-average grading system.)
- ***L*** Show the letter grade. If L appears in the first column, the grade was originally entered as a letter grade. If it appears in a later column, the grade was originally entered as percent or points.
- ***N*** Show the number grade equivalent. The grade was originally entered as a letter grade. (This option is available only when you use the weighted-average grading system.)

For example, the "P/" before "Test #1" indicates that this test was marked by points and that the number of points and the basis for each student will be on the report. The "L" indicates that letter grades will be reported as well. (The basis choice is only available when you use the cumulative-point grading system.) The "%" and "C" before "Test #2" indicate that both the original percent marks and the curved grades will be reported. (The curved choice is only available when you use the weighted-average grading system.) The "L" before "Homework #1" indicates that this grade was a letter grade and that only the letter will be reported. Homework #2 will not be shown at all. For Quiz #1, the report will show the original points, percent equivalent and letter grade. For Quiz #2, both the original letter grade and the numeric equivalent will appear.

The report will include the test average in both its original percent form and its curved form. The homework average will be shown in curved form only. The quiz average will appear in its original percent form and in its curved and letter forms as well. Finally, the report will show the first report average in its percent form only.

You can add or remove codes easily.

You can change all of these choices. Choose the record whose reporting method you want to change; answer "Yes" or "No" whether you want to report each possible form of that grade. If you answer "No" to all the questions, the grade will not appear at all. Press ESC when you have made all your choices.

Use Setup to change the initial settings for the codes.

You are probably much more consistent than the example above when you choose which forms of grades to report. If you find the automatic settings of the codes differ from your preferences, you can use the *Grade selection* choice from *Report setup* to change the settings.

Choosing Students

Choose all students, or choose certain students by name.

Once you've chosen the grade records to include, you can also choose which students to report on. You can select all students or particular students by names or grades. If you select by name, you can select the students from a list of all the students in the class. If you select by grades, you can print all students whose grades fall within a given range on a particular assignment or average.

Or, choose students whose grades fall in a certain range.

It is common for teachers to choose all students whose report period average (first quarter average) falls below a certain limit. The reports that are generated can serve as mid-term notices of troublesome performance for those students. Or you may want to print a list of all your A and B students for your own class honor roll. If you do select students by grades, you must first choose a grade record as the basis for the selection. You can choose any record that appears on the screen. Most often, you will want to use the last average that appears. After deciding which record to use in selecting students, choose the grade range you want. For instance, if you want a report on all students whose average is below 60, you would enter 0 as the lower limit and 59 as the upper limit.

You can print students by name, by ID code, or by rank.

After choosing the students, indicate if the report is to be printed in order of name, ID code or rank. If you choose a rank-order report, you must also choose whether students should be identified by name or ID code, and which grade record should be used in determining rankings. Ordering by ID code or by rank works only on class summaries, missing grade reports and detailed reports. Student and strip reports, which are designed to be given directly to students or parents, always identify students by name.

Report Types

Good for your records, or to post

GradeBook Deluxe can print five different types of reports. (There are sample printouts at the end of this chapter.)

1. *Class summary*. This report gives a straightforward summary in column form of whatever sets of grades you choose. Each column of grades is identified by its codes and is labeled according to its grade type: percent, letter or points. The report prints a row for each student showing the student's grades. You can print this report by name or ID code.

These two are good for students or their parents.

2. *Student report*. This report gives a full page for each student, showing each grade on its own line. You can add comments at the top. You can print this report by name only.
3. *Strip report*. This report prints an individual report for each student in a one-inch high format so that nine or ten reports fit on one page. You can cut the reports apart and give them to students or parents. A code identifies each grade. You can print this report by name only.

Let students know before it's too late.

4. *Missing or excused grades*. This report is similar in appearance to the class summary but only displays missing or excused grades. When you choose this report, you must decide whether to print missing grades, excused grades, or both. The report omits students who have no missing or excused grades. You can print this report by name or ID code.

All the statistics you could want

5. *Detailed report*. This report includes all the information in the class summary report plus statistical information, grade distribution, curve, weights, and so forth. You can print this report by name or ID code.

Printing Reports

See the sample printouts at the end of this chapter.

While the report is printing, you can press the ESC key to stop it in the middle of the printout. If you are displaying the report on the screen rather than printing it, the report will appear a screen at a time. Press RETURN between screens.

Class summaries, missing grade reports and detailed reports are printed in columns. For these column-style reports, **GradeBook Deluxe** will fit as many columns of grades across the page as it can; the remaining grades will go on another page. To fit more columns on a page, use the *Setup* option to set the printer for condensed print and change the width of the paper.

Here are other features you can adjust using the *Setup* option:

Use Setup to adjust your reports.

- Decide how much space to put between columns.
- Show averages (and percents calculated from point assignments) with zero, one or two decimal places.
- Add the class average for each grade printed on a student report.
- Set which forms of grades (point, percent or letter grades) are pre-selected to print.
- Change the number of lines on a page, and the number of lines to skip between pages.
- Increase or decrease the amount of space allowed for student names on the left.
- Have the printer take hand-fed paper a sheet at a time.
- Eliminate the double spacing, if your printer double-spaces printouts.
- Establish a "paper miser" setting, preventing new reports from starting on a new page.
- Send any special initialization code your printer needs.
- PC Allow reports to be sent to a text file on disk, instead of to the printer. (This feature is automatically enabled for users of Apple Pascal.)

After you have printed a report, you can print the same grades in a different type of report. For example, you may want to print a detailed report for yourself and a set of strip reports to give to your students.

Comments in Student Reports

Shared comments apply to every student chosen.

Unique comments are chosen student by student.

In student reports you can add comments directed toward the student herself or for her parents. When you start a student report, you decide what comments to include; the four choices are *Shared*, *Unique*, *Both* and *None*. *Shared* comments are comments that will appear on every student's report in the current batch; *unique* comments are comments that you choose individually for each student. You can choose *Both* if you want a shared comment to appear on all reports, but you want to add unique comments to some of them. Choose *None* to have no comments appear on any of the reports.

Your comments can be custom comments, typed individually for each student, or you can save them on the disk and use them whenever they are appropriate. Each comment includes up to six lines of up to 80 characters each. You need not type all six lines; entering a blank line automatically ends the comment. Once you have typed a comment, you can save it on your data disk; up to ten comments can be saved in this way. Each comment saved is given a name to make it easy to remember which one is which. Comments saved on the disk can be deleted or edited using the *Setup* option.

Use comments to personalize your reports.

When you type a comment you want to save and use later, be sure not to use the student's name as part of the comment. Instead, personalize the comment by including the code <F> for the student's first name and <L> for the student's last name (surrounding the names with the symbols for "less than" and "greater than"). The student's actual name will replace the code when the comment is printed. For instance, if you use the comment

> You did much better, <F>. Keep up the good work.

on a report for Camille Brown, here's what will actually be printed:

> You did much better, Camille. Keep up the good work.

Here's a useful sample comment:

> To the parents of <F> <L>:
> Please sign this grade report
> in the space to the right,
> and return it to the teacher. _____
> Parent Signature

When you type a comment line containing these codes, keep the length of student names in mind. Make the line short enough that it will still print properly, even when the actual student name is inserted into the line. (If the student name makes the line 90 characters long, but your printer only prints 80, the last 10 characters won't be printed correctly.)

Sample Reports

Class Summary by Name

```
ENGLISH Class Report          Ms. T. Johnson/Fall
                              Grades

                      1   2   3   4   5   6   7   8   9  10  11  12
                    Tes Tes Tes Tes Qui Qui Qui Hom Hom Hom Fir Fir
                     #1  #1  #2 Avg  #1  #2 Avg  #1  #2 Avg Avg Avg
                    --- --- --- --- --- --- --- --- --- --- --- ---
Thomas Antonio..     43  86  81  84   X   B   85  B-  A-  86  85  B
Denise Black....     38  76  92  84  87  B+  88  A-  B   88  86  B
Linda Chen......     47  94  95  95  85  A-  88  B+  A   92  92  A-
Malcolm Johnson.     32  64  68  66  82  M   41  M   M   0   43  F
Anthony Lopez...     27  54  78  66  70  C   73  B+  C   82  72  C-
Anne Williams...     40  80  88  84  67  A-  79  X   C+  78  81  B-
                    --- --- --- --- --- --- --- --- --- --- --- ---
                      1   2   3   4   5   6   7   8   9  10  11  12
                    Tes Tes Tes Tes Qui Qui Qui Hom Hom Hom Fir Fir
                     #1  #1  #2 Avg  #1  #2 Avg  #1  #2 Avg Avg Avg
Type of Grade:      Pts Pct Pct Pct Pct Let Pct Let Let Pct Pct Let
Maximum Score:       50 100 100 100 100     100         100 100
```

Class Summary by Code (Showing Averages Only)

```
ENGLISH Class Report                Ms. T. Johnson/Fall Grades

                      1   2   3   4   5
                    Tes Qui Hom Fir Fir
                    Avg Avg Avg Avg Avg
                    --- --- --- --- ---
228.............     84  79  78  81  B-
240.............     95  88  92  92  A-
305.............     66  41   0  43  F
307.............     66  73  82  72  C-
446.............     84  88  88  86  B
838.............     84  85  86  85  B
                    --- --- --- --- ---
                      1   2   3   4   5
                    Tes Qui Hom Fir Fir
                    Avg Avg Avg Avg Avg
Type of Grade:      Pct Pct Pct Pct Let
Maximum Score:      100 100 100 100
```

Missing Grade Report

```
ENGLISH Report of missing or excused grades      Ms. T. Johnson/Fall Grades
                                1       2       3
                              Qui     Hom     Hom
                               #2      #1      #2
                              ---     ---     ---
Malcolm Johnson                M       X       M
                              ---     ---     ---
                                1       2       3
                              Qui     Hom     Hom
                               #2      #1      #2

2 missing marks found.
1 excused mark found.

 No.   Description          Category                  Grade Type
 ---   -----------          --------                  ----------
  1.   Verb Quiz            First Quarter Quiz        Letter
  2.   Book Report          First Quarter Homework    Letter
  3.   Family Story         First Quarter Homework    Letter
```

Strip Report

ENGLISH Class Report — Ms. T. Johnson/Fall Grades

	1 Tes #1	2 Tes #1	3 Tes #2	4 Tes Avg	5 Qui #1	6 Qui #2	7 Qui Avg	8 Hom #1	9 Hom #2	10 Hom Avg	11 Fir Avg	12 Fir Avg
Thomas Antonio..	43	86	81	84	X	B	85	B-	A-	86	85	B
Maximum Score:	50	100	100	100	100		100			100	100	

Student Report

ENGLISH Grades for Anne Williams — Ms. T. Johnson/Fall Grades

Anne, you need to work harder on homework.
With a little effort you can raise your
grade.

Description	Orig. Score	Conv. Score	Letter Equiv.	Weight	Class Avg.
First quarter grades:					
Test grades:					
Grammar Test	40/50	80	B-	10	75.2
Vocabulary Test	88		B+	10	81.4
First Quarter Test Avg	84		B	20	87.7
Quiz grades:					
Poets Quiz	67		D+	10	72.0
Verb Quiz	A-			10	C+
First Quarter Quiz Avg	79		C+	10	83.5
Homework grades:					
Book Report	X			10	B-
Family Story	C+			10	C+
First Quarte Homewor Avg	78		C+	10	82.1
First Quarter Average	81		B-	10	79.4

Detailed Report

ENGLISH Detailed Report — Ms. T. Johnson/Fall Grades

	1 Tes #1	2 Tes #1	3 Tes #2	4 Tes Avg	5 Qui #1	6 Qui #2	7 Qui Avg	8 Hom #1	9 Hom #2	10 Hom Avg	11 Fir Avg	12 Fir Avg
Thomas Antonio.....	43	86	81	84	X	B	85	B-	A-	86	85	B
Denise Black.....	38	76	92	84	87	B+	88	A-	B	88	86	B
Linda Chen.....	47	94	95	95	85	A-	88	B+	A	92	92	A-
Malcolm Johnson.....	32	64	68	66	82	M	41	M	M	0	43	F
Anthony Lopez.....	27	54	78	66	70	C	73	B+	C	82	72	C-
Anne Williams.....	40	80	88	84	67	A-	79	X	C+	78	81	B-
	1 Tes #1	2 Tes #1	3 Tes #2	4 Tes Avg	5 Qui #1	6 Qui #2	7 Qui Avg	8 Hom #1	9 Hom #2	10 Hom Avg	11 Fir Avg	12 Fir Avg
Type of Grade:	Pts	Pct	Pct	Pct	Pct	Let	Pct	Let	Let	Pct	Pct	Let
Maximum Score:	50	100	100	100	100		100			100	100	
Weight:	#	10	10	20	10	10	10	10	10	10	10	10
Class Median:	39	78	85	84	82	B+	82	B+	B	84	83	B
Class Mean:	38	76	84	80	78	B	76	B+	B	71	76	C
Std. Dev.:	7	13	9	10	8		16			32	16	
Distribution:												
A:	1	1	2	1	0	2	0	1	2	1	1	1
B:	2	2	2	3	3	2	3	3	1	3	3	3
C:	1	2	2	0	2	2	2	0	2	1	1	1
D:	1	1	1	2	1	0	0	0	0	0	0	0
F:	1	1	0	0	0	0	1	0	0	1	1	1
M:	0	0	0	0	0	1	0	1	1	0	0	0
X:	0	0	0	0	1	0	0	1	0	0	0	0

No.	Description	Category	Grade Type
1.	Grammar Test	First Quarter Test	50 points
2.	Grammar Test	First Quarter Test	Percent equivalent
3.	Vocabulary Test	First Quarter Test	Percent
4.	First Quarter Test Avg	First Quarter Test	Percent Average
5.	Poets Quiz	First Quarter Quiz	Percent
6.	Verb Quiz	First Quarter Quiz	Letter
7.	First Quarter Quiz Avg	First Quarter Quiz	Percent Average
8.	Book Report	First Quarter Homework	Letter
9.	Family Story	First Quarter Homework	Letter
10.	First Quarte Homew Avg	First Quarter Homework	Percent Average
11.	First Quarter Average	First Quarter	Percent Average
12.	First Quarter Average	First Quarter	Letter Average

Backup

Make one backup copy of your program disk.

Use this option to make backup copies of your program or data disks. EduSoft's backup policy allows you to make one copy of the program disk.

Use this option to make backup copies of your data. (Use the DOS *Copy* or *Diskcopy* command to back up your program. EduSoft's backup policy allows you to make one copy of the program disk.)

Frequently back up your data disk.

Back up your data disks frequently (at least once a week); the small amount of time required is well-worth the security of knowing that your data is safe. **GradeBook Deluxe** will normally reminde you to back up a data disk after you have accessed the disk a total of 10 times. Make the reminders more or less frequent by choosing *Miscellaneous setup* from the *Setup* menu.

To make a backup, choose *Other* from the main menu and *Backup* from the *Other activities* menu. If you are backing up a floppy disk, write-protect the original disk.

Copying Disks of the Same Size (Apple version)

- *Using Two Drives*. Put the original disk (to copy from) in drive 1 and the new disk (to copy to) in drive 2. You can change these locations if you like. (5.25" drives are usually in slot 6 and 3.5" drives are usually in slot 5.)

  After you insert the disks and confirm or change the locations, the program checks to see if the new disk already contains data. If it does, you'll get a warning message. Choose "Yes" to destroy any previous information on the disk and proceed with the copy, or "No" if you think the information may be valuable. When the copy is complete, you can backup another disk or return to the main menu.

  If you are copying between two 3.5" drives, you may find a specialized commercial copy program faster.
- *Using a Single Drive.* Use the same procedure as outlined above, but change the location of the new disk to slot 6 drive 1 for 5.25" disks, or slot 5 drive 1 for 3.5" disks.

  Use a specialized program to copy a 3.5" disk on a single drive.

  Copying a 3.5" disk with only one 3.5" drive will require many disk swaps. That's because you are copying a very large capacity disk and **GradeBook Deluxe** has a relatively small amount of memory at its disposal. You will probably find the copy program that came with your computer just as slow and tedious. If you have only one 3.5" drive, you should invest in a specialized backup program. It will be useful for copying all of your 3.5" disks, not just **GradeBook Deluxe**. You might get the IIGS version of Copy II+ from Central Point Software. Its *Copy Disk* routine copies much faster and you will have to swap disks only a few times.

There are several possible causes for errors that may occur. If the new disk is write-protected or if your disk drive is too fast or too slow, an error message will be displayed. It might also be that one of the two disks is defective or your disk drive needs adjustment or repair.

Copying Data Between Disks of Different Sizes

5.25" to 3.5"

- *From a 5.25" Disk to a 3.5" Disk.* Put the original disk in slot 6 drive 1, and the new disk in slot 5 drive 1, and follow the same procedure as above.

3.5" to 5.25"

- *From a 3.5" Disk to a 5.25" Disk.* You can transfer data files from a 3.5" disk to a 5.25" disk only if the files will fit on the smaller capacity 5.25" disk. Use Apple's System Utilities (SYSUTIL.SYSTEM) to copy the individual files from one disk to another. Depending on your computer, the System Utilities program is on the ProDOS® User's Disk, the System Utilities Disk or the Apple IIGS System Disk. (IIGS owners: The program is in the SYS.UTILS folder on IIGS System Disk Versions 1, 2 or 3. As of System Disk 4.0, Apple no longer ships the system utility program with the IIGS.)

Copying the Program Between Disks of Different Sizes

5.25" to 3.5"

- *From a 5.25" Disk to a 3.5" Disk.* First make sure your **GradeBook Deluxe** program disks are write-protected by covering the notches with write-protect stickers. Use the *Format* choice from the *Other activities* menu to format a new 3.5" disk. Then turn your computer off and insert the first side of **GradeBook Deluxe** in the disk drive. Turn the computer on and hold down the option or solid-Apple (♦) key until a question appears on the screen asking if you want to update a disk. Insert the newly formatteddisk, press Y, and then identify the slot and drive which contain the new disk. (This will normally be slot 5 drive 1.) **GradeBook Deluxe** will copy all program files to the new disk.

3.5" to 5.25"

- *From a 3.5" Disk to a 5.25" Disk.* First make sure your **GradeBook Deluxe** program disk is write-protected by sliding the tab so the square hole is open. Use the *Format* choice from the *Other activities* menu to format two new 5.25" disks. Label one "Side A" and the other "Side B." Then turn your computer off and insert the **GradeBook Deluxe** program disk in the disk drive. Turn the computer on and hold down the option or solid-Apple (♦) key until a question appears on the screen asking if you want to update a disk. Insert the newly formatted disk labeled "Side A," press Y, and then identify the slot and drive which contain the new disk. (This will normally be slot 6 drive 1.) **GradeBook Deluxe** will copy files to the first new disk, then ask you for side B, and copy the remaining files onto the second disk.

Copying Data Files (PC version)

Before you begin, you must prepare a formatted floppy disk to copy the files onto. (See the **Format** chapter below.) Also, the files to be copied must be in the current directory. Set the current directory from within the program, by using any of the first four options on the main menu (*Names, Grades, Calculate* or *Report*) to access one of the classes you want to back up.

- *From a hard disk*. Choose *Backup* from the *Other activities* menu, and then choose floppy drive A: or B: as the drive containing the formatted disk you want to copy the files onto. The program will automatically copy all **GradeBook Deluxe** data files. It will not copy any other files in the same directory.
- *From a floppy disk*. You must have two floppy drives to use this option. Choose *Backup* from the *Other activities* menu, and then choose floppy drive A: or B: as the drive containing the formatted disk you want to copy the files onto. The data disk containing the classes to be copied must be in the other floppy drive. The program will automatically copy all **GradeBook Deluxe** data files. It will not copy any other files on the original disk. (To copy files with a single floppy drive, use the DOS *Copy* command.)

Format

For creating empty data disks

Use this option to create empty data disks. **GradeBook Deluxe** cannot use disks as they come from the box; the computer must format them first. Choose *Other* from the main menu and *Format* from the *Other activities* menu.

Formatting a Disk (Apple version)

GradeBook Deluxe must format its own disks. Disks already formatted for ProDOS or DOS 3.3 must be reformatted, since **GradeBook Deluxe** is Pascal-based.

Insert the new disk into drive 2, or choose a different location, and press RETURN. You choose a location by designating the slot number and drive number for the disk you wish to format. (On most Apple computers, the slot number is the slot in the computer case in which the disk controller card is inserted. On the Apple IIc and IIGS, Apple convention determines the slot.) If you are working on a computer with two 5.25" drives, the drives are usually slot 6, drive 1 and slot 6, drive 2. On systems with a combination of one 5.25" and one 3.5" drives (a common IIGS configuration), the 5.25" drive is usually slot 6, drive 1 and the 3.5" drive is usually slot 5, drive 1. A second 5.25" drive slot 6, drive 2 and a second 3.5" drive is slot 5, drive 2.

If the disk already contains data, you will get a warning message. Choose "Yes" to format the disk and destroy any previous information stored on it, or "No" if you think the information may be valuable. When the disk has been formatted successfully, you will have the chance to format another disk or return to the main menu.

Formatting a Disk (PC version)

Press either "A" or "B" to choose the drive in which to format the new disk. If you are using DOS 4.0 or later, you can choose the capacity of the new disk: 360k or 1200k for a 5.25" disk, or 720k or 1440k for a 3.5" disk. Insert the blank disk, press RETURN, and it will be formatted. (*Caution*: if the disk contains any data, the data will be erased without warning! Make sure the disk is really blank before you start!)

Formatting Problems

If the disk cannot be formatted, there are several possible reasons. The program will display an appropriate error message if the disk is write-protected or the disk drive is too fast or too slow. It might also be that the disk itself is defective or your disk drive needs adjustment or repair.

Setup

About this chapter

The *Setup* option on the *Other activities* menu allows you to customize many features in **GradeBook Deluxe**. The full list of features you can customize is very long, but here are a few highlights:

A few of the features you can customize

Grading system:
- Change between weighted-average and cumulative-point grading*
- Establish letter grade equivalents*

Names:
- Display first names first or last names first
- Choose what type of ID codes to use

Categories:
- Remove or change category names*
- Add category names
- Establish standard weights for categories

Entering grades:
- Enable or disable single-screen entry of multiple grades for one student
- Turn speed grade entry on or off

Reports:
- Set spacing between columns of grades on reports
- Change which forms of grades are automatically selected when you start a report
- Choose number of decimal places to appear in averages

Printer:
- Set the height and width of printing on a page
- Enable or disable a pause between pages to allow single-sheet feeding
- Send any initialization code required to your printer (e.g., to set condensed print or left margin spacing)

Miscellaneous:
- Set the maximum number of grade entries in a class*
- Turn automatic calculation on or off
- Turn backup warnings on or off

Some features should be adjusted ahead of time.

* The features marked with asterisks should be adjusted before you enter your classes, student names and grades. The settings for these features take effect at the time you create a class, and are difficult to change later. (The maximum number of entries in a class is impossible to change later.)

Most features can be adjusted whenever you want.

The settings not marked with asterisks, and all the other settings not listed above, can be changed at your leisure. You can set them after you become accustomed to the program and are better able to judge which settings will be most convenient for the way you work.

The flexibility provided by the *Setup* options is at the heart of **GradeBook Deluxe**'s power and ease of use. If there's anything about the program that seems to you to be awkward, inconvenient or tedious, refer to this chapter and see whether you can make an adjustment that will eliminate the inconvenience. Even if you don't notice a particular irritant, it will be worth your while to look through this chapter in detail after you've used the program for a while—you're likely to find a feature or an adjustment that will make your work easier!

The Setup menu allows you to choose which group of program features you want to adjust.

```
Setup:

 1 Grading system
 2 Names setup
 3 Category setup
 4 Enter grades setup
 5 Report setup
 6 Printer setup
 7 Miscellaneous setup


Set up or change which item?
RETURN to pick. ESC to quit. ? for help.
```

The following sections describe the *Setup* options in detail.

Grading System Setup

Important! Choose your grading system before creating classes.

This option lets you change any of the following items:

1. *Weighted-average system.* Set this to "Yes" if you use a weighted-average grading system. Refer to "Grading Systems" in the **Calculations** chapter of this manual for more information. (To convert an already-existing cumulative points class to weighted averages, see the **Repair** chapter.)
2. *Cumulative points system.* Set this to "Yes" if you use a cumulative-point grading system. See the section on grading systems in the **Calculations** chapter of this manual for more information. (To convert an already-existing weighted-average class to cumulative points, see the **Repair** chapter.)
3. *Maximum extra credit percent.* Type the maximum amount of extra credit you want to be able to enter, from 0 to 25%. This allows you to enter grades over the normal maximum. For instance, if this value is set to 10% and you enter a set of grades on the basis of 20 points, you will be able to type grades up to 22. If you want all grades limited to the normal maximum, type 0. Refer to "Extra Credit Assignments" in the **Calculations** chapter of this manual for more information.
4. *Use curves option.* Turn this feature on to allow you to curve assignments. You can curve all assignments except letter grade assignments. You can also curve calculations. See the **Grades** chapter for more information.
5. *Drop excused grades option.* This setting determines whether excused grades will be among those dropped when calculating an average. (See the **Calculations** chapter for more information about dropping grades from averages.) For instance, assume you have entered five quiz grades and decide to drop one of them when calculating the quiz average. If one of your students was excused from one quiz and this option is set to "Yes," the excused grade will be dropped and her average will be calculated from the four quizzes she did take. If the option is set to "No," the grade dropped will be the lowest of the four she did take, and her average will be calculated from the remaining three grades.
6. *Letter grade setup.* See the next section, "Letter Grade Setup", for more information.
7. *Weighted average setup.* This choice allows you to change some of **GradeBook Deluxe**'s assumptions about weights and averages. You can choose it only if you are using a weighted-average grading system. See the section "Weighted-Average Setup" for more information.

Letter Grade Setup

You can adjust the numerical values of letter grades.

This feature, accessed by choosing *Grading system setup* from the *Setup* menu, lets you determine which letter grade equivalents to show when you display number grades in letter form. It also lets you decide how letter grades will count when calculating averages. The following screen appears:

These settings affect the letters assigned to percent grades.

***Important!** Set these equivalents before entering letter grades!*

```
Setup:

Letter Grade Cutoffs
 1  A+   97 -110
 2  A    93 - 96
 3  A-   90 - 92
 4  B+   87 - 89
 5  B    83 - 86
 6  B-   80 - 82
 7  C+   77 - 79
 8  C    73 - 76
 9  C-   70 - 72
10  D+   67 - 69
11  D    63 - 66
12  D-   60 - 62
13  E+  off
14  E   off
15  E-  off
16  F+  off
17  F     0 - 59
18  F-  off

Change lower limit of which range?
RETURN to pick. ? for help. ESC to quit.
```

Each line shows a letter grade, followed by a range of percent grades. Any percent grade in the range, when displayed in letter form, will appear as the given letter. For instance, any grade in the range from 97 to 110 will be displayed as an A+. You can change the ranges in any way you like: select a range to change and enter a new lower limit for that range.

If you don't use plus and minus grades

If you don't use plus and minus in your letter grades, set the lower limit for each plus and minus range to the same lower limit as the active range above it. For instance, given the example above, set the lower limit for B+ to 90 in order to eliminate B+. (To turn the A+ off, set the lower limit to one above the highest possible grade.) This will turn off each of the plus and minus grades.

To use an ABCDEF scale

The example above is for a grading scale using ABCDF with no E grades. The F+, E-, E and E+ have all been turned off by setting their lower limits to 60, the lower limit of the D- range. To turn E back on, select it and enter a lower limit of 50 for E.

To use an ABCDE scale

If you use an ABCDE scale with no F, reset the lower limit of the E range to 0. The lower limit of the F- range is fixed at 0 and cannot be changed. Press ESC when you finish.

The percent that you allow for extra credit determines the upper limit of the highest grade . The normal limit is 110, allowing up to 10% extra credit on an assignment. See Grading System Setup for details on changing this limit.

A separate, related scale controls the way the program assigns number grades to letter grades that you might enter:

These settings affect the numerical values assigned to letter grades.

```
Setup:

Letter Grade Equivalents
 1  A+    97 -110        98
 2  A     93 -  96        95
 3  A-    90 -  92        91
 4  B+    87 -  89        88
 5  B     83 -  86        85
 6  B-    80 -  82        81
 7  C+    77 -  79        78
 8  C     73 -  76        75
 9  C-    70 -  72        71
10  D+    67 -  69        68
11  D     63 -  66        65
12  D-    60 -  62        61
13  E+   off            off
14  E    off            off
15  E-   off            off
16  F+   off            off
17  F      0 -  59         0
18  F-   off            off

Change which grade equivalent?
RETURN to pick. ? for help. ESC to quit.
```

Since letter grades are stored in number form, **GradeBook Deluxe** will automatically assign each letter grade a numerical equivalent. The number will be in the middle of the range you have set for the letter grade (i.e., in the example above, an A+ would be stored as a 98). The program will use this number instead of the letter grade when computing averages. If you wish to change the number grade equivalent of a letter grade, simply select it and change it. The new value must be in the range for that letter.

Warning!

Letter grades are stored in number form. If you change the letter grade equivalents after entering any letter grades, the numbers stored may no longer convert to the original letters; you will have to reenter the grades!

Weighted-Average Setup

This option, accessed by choosing *Grading System Setup* from the *Setup* menu, lets you change certain features of the weighted-average grading system. None of these features apply to the cumulative-point grading system.

```
Setup:

1 Missing grade equivalent      0
2 Minimum topic average         0
3 Minimum report pd average     0
4 Minimum overall average       0
5 Base weight on points?       No
6 Standard percent weight      10
7 Standard letter weight       10
8 Standard point weight        10

Set up or change which item?
RETURN to pick. ESC to quit. ? for help.
```

1. *Missing grade equivalent*. **GradeBook Deluxe** normally counts missing grades as zero when computing weighted averages. You can change this value here. (Missing grades always count as zero in a cumulative-point grading system.)

2. *Minimum topic average*. This is the lowest score that will ever be used as a topic average (for instance, as a first quarter quiz average). If any student's average is less than this minimum, the program will use the minimum instead.
3. *Minimum report period average*. If any student's first quarter average is less than this minimum, the program will use the minimum instead.
4. *Minimum overall average*. If any student's overall average is less than this minimum, the program will use the minimum instead.
5. *Base weight on points.* Set this to "Yes" if you want the weight of an assignment to be automatically based on the number of points for that assignment. Activating this option makes each point assignment count in proportion to the number of points in the assignment. This setting makes it easy to use a combination point and weighted-average system. For instance, you can mark homework on a point system, using this option, and still combine the test, quiz and homework averages using a weighted average. This option is effective only for assignments of up to 100 points, since the maximum value for the weight of any one assignment is 100 units. (If you turn this option on, the *Standard point weight* value, #8 below, is ignored.)

Use this to make weighted-average points work similarly to cumulative points.

Through this option, you can have the program set weights of averages equal to the number of points in the category, similar to a cumulative point system. To do this, use the *Category setup* to set the standard weight of the average you are calculating to 0.

Weights of averages can also be based on the number of points in the category.

Weights are limited to a maximum of 100 points. If the sum of weights in an assignment is greater than this, **GradeBook Deluxe** will automatically scale back the weights of the assignments, dividing by 10 until the sum of the weights is no more than 100 points. (For example, if the average consists of 5 quizzes with weights of 50 units each, the sum is 250. The weight of the average would be set to 250 ÷ 10, or 25 units.)

6. *Standard percent weight.* This is the weight that will automatically be used for an assignment that you enter in percent form.
7. *Standard letter weight.* This is the weight that will automatically be used for an assignment that you enter in letter form.
8. *Standard point weight.* This is the weight that will automatically be used for an assignment that you enter in point form. If you have turned on the *Base weight on points* option, that setting takes precedence, and the notation *=Pts* appears here.

Names Setup

This option lets you change any of the following items:

1. *First name shown first*. Choose the way you want student names displayed. According to the setting you choose, Charles Dickens' name appears as "Charles Dickens" or as "Dickens Charles."
2. *Copy names & grades option*. If you activate this option, you can use the 128k version of **GradeBook Deluxe** to copy names and/or grades from one class into another. (Copying names is not available with the 64k version.) This option changes the behavior of the *Names* option from the main menu. The effect is different according to whether you are creating a new class, or changing names in an existing class.

An efficient way to create a new class

If you're creating a new class, you can copy the list of names from an existing class instead of typing them in from scratch. This capability can save you a lot of typing if you teach several different subjects to the same group of students and want to keep each subject as a separate class file.

If you're changing names in an existing class, you can choose individual students from another class to copy into the chosen class. **GradeBook Deluxe** will copy the student's name and grades, provided that both classes have the same assignments.

Enter the same assignment in two or more classes.

The *Copy names & grades* option also makes it easy for you to enter the same new assignment in two parallel classes. To do this, activate the option and create a new assignment in one of the classes. Immediately choose the other class and create a new assignment in the same category. **GradeBook Deluxe** will automatically use the same description, grade type, and so forth for the new record in the second class.

When *Copy names & grades* is active, you have to answer an extra question every time you use the *Names* option from the main menu. For this reason, you may want to activate it only when you intend to use it, and leave it inactive at other times.

For further information, see "Copying names" in the **Names** chapter of this manual.

3. *ID codes*. Choose the type of ID codes you want to use. ID codes are primarily used to identify students on posted reports; see the **Reports** chapter for details. There are four possibilities:
   - *No ID codes.* No ID codes are used on reports.
   - *Random ID codes*. The computer assigns random 3-digit ID codes to each student as the student's name is typed in. (This is the normal choice.)
   - *Sequential ID codes*. The computer assigns ID codes in numeric order to each student, starting with 1. These codes are re-assigned whenever you use the Names option on a class. If a student is added to or removed from a class, the ID codes will change for all students after the one added or removed.
   - *Assigned ID codes.* You are asked for an ID code each time you enter or change a student's name. The ID code can be up to 9 digits long, so you can use the student's school ID number or the student's Social Security number if you like.

   ID codes

   If you change the type of ID codes after typing in student names, the codes themselves will not change immediately. If you change to "Sequential," codes will change only when you use the *Names* option on the class. If you change to "Assigned," a number will change only when you enter or change the individual student's name. If you change to "Random," only new students get random codes; all other students will retain their previously assigned codes.

   When you change the ID code setting, the change will affect all the classes on the data disk. It's not possible to have different types of ID codes for different classes on the same disk.

   All ID codes on one data disk must have the same format.

4. *Width of grid cells*. This number sets the size of grid cells when you use the "Print with a grid" feature of the *Names* option. You can make each cell as wide or narrow as you want. Some teachers like to use grid cells 2 characters wide for taking attendance, 4 characters wide for recording marks, and 25 characters wide for recording student addresses and phone numbers.

   Customizing class roster printouts

5. *Height of grid cells*. This number sets the height of grid cells when you use the "Print with a grid" feature of the *Names* option. You can make the cells one or more lines high. Some teachers like to use grid cells 1 line high for taking attendance and 2 lines high for recording marks.
6. *Height of grid header*. This number controls the height of the vertical lines at the top of each grid. These lines give you space to make notations identifying each column.

Category Setup

This option allows you to change the reporting period and topic categories and the weights normally used when averaging grades in these categories. All future classes that you create will use the categories and weights you establish. Any existing classes will keep the categories they already have. (See the **Repair** chapter to change or remove category names in an existing class. See the **Calculations** chapter for more details on how categories affect the calculation of averages.)

***Important!** Remove unwanted categories before creating classes!*

Even after you create a class, you can easily add new categories as you are entering grades, up to the maximum of seven. If you are not sure whether you'll use a certain category, leave it out for now; you can always add it later as you enter grades.

You can add new categories later, when you enter grades.

When you choose *Category setup* from the *Setup* menu, a list of the current reporting period categories appears. If there are fewer than seven categories, the last menu item is *New category*. You can change any category by choosing it and typing a different name. If you want to delete a category, choose it and blank it out by pressing the SPACE BAR and then RETURN. It's not necessary to enter all the categories you will want at this time. You can always add categories to individual classes as you enter grades, up to a maximum of seven categories per class.

When you are finished typing the reporting period categories, press ESC. If you are using the weighted-average grading system, you will have a chance to set the weights to be used with these categories. Setting weights now is a convenience only, since you can easily change the weights at the time you calculate averages.

Setting weights for each reporting period

The relative value of the weights determines how the average is calculated. A grade with a weight of 20 will count twice as much as a grade with a weight of 10. The weights do *not* have to add up to 100; it is only their relative values that matter.

If you set a category weight to zero and also turn on the "Base weight on points" flag in *Weighted average setup*, **GradeBook Deluxe** will base the category weight on the sum of the weights of the assignments in that category.

Normally all the reporting period categories will have the same weight, unless you make items like Midterm and Final Exam separate categories rather than including them as part of a reporting period average. (For instance, you might want the Final Exam to count half as much as a quarter grade. Set the weight for each quarter to 10 and the Final Exam weight to 5.) Whatever weights you set up can be changed later when you are calculating averages.

The simplest arrangement of reporting period categories is one in which the year is divided into several reporting periods, each of which counts equally toward the overall grade. As an example, here is the way **GradeBook Deluxe** is set up when it arrives:

A system with four quarters

REPORTING PERIOD CATEGORIES:			
1	First Quarter	10	25%
2	Second Quarter	10	25%
3	Third Quarter	10	25%
4	Fourth Quarter	10	25%

One common alternative is a category system in which the year is divided into two semesters. Each semester grade has two quarters, which count equally, and a semester exam, which counts for 10% of the semester grade. You could use the following categories and weights:

A system with four quarters, midterm and final exam

REPORTING PERIOD CATEGORIES:			
1	First Quarter	45	23%
2	Second Quarter	45	23%
3	Midterm Exam	10	5%
4	Third Quarter	45	23%
5	Fourth Quarter	45	23%
6	Final Exam	10	5%

Note that the first two quarters have a combined weight of 90 while the midterm has a weight of 10. The midterm counts for 10% of the semester grade. At the end of the first semester, the only grades entered so far will be in the first three categories, so the overall average will give the first semester average. At the end of the second semester, you will have grades in all six categories, so the overall average will give the average for the year. Note that the first semester (including First Quarter, Second Quarter and Midterm Exam) counts equally with the second semester (including Third Quarter, Fourth Quarter and Final Exam).

If you need a separate calculation of the second semester average by itself, you can calculate the overall average, temporarily setting the weights for the first three categories to zero. The only grades that count will be the Third Quarter, the Fourth Quarter and the Final Exam. There is no need to return to *Category setup* to make this change, since you can change the weights any time you calculate an average. If you ever need to recalculate the first semester average, restore the original weights for the first three categories, and set the weights for the last three categories to zero.

Some schools divide each semester into three six-week periods. You can use a similar arrangement to the one just described, with one important difference. Since **GradeBook Deluxe** is limited to a maximum of seven reporting period categories, you cannot include separate Midterm and Final categories. The midterm and final exams will have to be included in the third six-week period and the sixth six-week period respectively. Here is an example in which the weights of the third and sixth six-week periods have been increased to allow for the midterm and final:

A system with six six-week periods

REPORTING PERIOD CATEGORIES:			
1	First Six Weeks	15	15%
2	Second Six Weeks	15	15%
3	Third Six Weeks	20	20%
4	Fourth Six Weeks	15	15%
5	Fifth Six Weeks	15	15%
6	Sixth Six Weeks	20	20%

Setting weights for topic categories

Once you've set the weights for the reporting periods, press ESC and you'll be able to change the topic categories and their weights. This is your chance to indicate that you normally count tests for 45% of a student's mark, quizzes for 25%, homework for 15%, and class participation for 15%.

Topic categories with a new topic added and the weights changed

TOPIC CATEGORIES:			
1	Test	45	45%
2	Quiz	25	25%
3	Homework	15	15%
4	Participation	15	15%

If you use cumulative-point grading you may prefer to have all student grades in a single topic category, called Grades. To do so, just change the name of the first category to "Grades" and delete the other categories. (But don't do this if you give a lot of assignments. It's not very convenient to have to manage dozens of grades in a single category, and the program operates more slowly with long lists of assignments.)

Adding categories to an existing class

The new categories and weights will not affect any already-existing classes. You can still add new categories to existing classes: Choose *Add a new category* when you enter a new set of grades, up to a maximum of seven reporting period categories and seven topic categories. You can also change the weights of the different categories when you calculate averages.

Removing or changing categories in an existing class

Use the *Repair* option to change category names or to delete categories from an existing class.

Enter Grades Setup

This option lets you change any of the following items:

A useful feature!

1. *Enter by student.* Turn this option on if you want to have the choice of entering a number of grades for a single student on a single screen. If you do not use the single-student entry, you can turn this option off to avoid the question "Enter in normal or single-student mode?".
2. *Scantron used.* Change this setting if you mark tests using a Scantron data terminal. There are settings for half-page readers (e.g., Models 1200, 1300 and 2100) and for full-page readers (e.g., Models 1400 and 5200). The normal Scantron settings are 9600 baud, no parity, 8 data bits and 2 stop bits. (If you are using an Apple, make sure your serial card settings match the Scantron's settings. The Apple version also has a setting for the Model 1100; if you use this model, you must give the slot number the card is in.) See the **Grades** chapter for more details about using the Scantron.
3. *Set default grades option.* Set this to "Yes" to allow you to enter a default grade for the entire class when you create a new grade record. This is handy if nearly the entire class has the same score on some item. You can set all the students to the desired score, and then change only those who are different.

Another useful feature!

4. *Speed grade entry option.* Set this to "Yes" if you want to enter grades quickly for an entire class in order, automatically choosing one student after another. It saves a few keystrokes, since you don't have to press RETURN twice after each student.
5. *Show letter grades option.* Set this to "Yes" if you want to also print letter grade equivalents when entering number grades or calculating averages.
6. *Modify average/totals.* This setting determines whether you can use the *Grades* option to manually change the results of calculations. The normal setting is "No." If you change it to "Yes," the *Grades* option will allow you to change student averages or totals in the same way you can change other student grades.

   Warning: if you modify averages, the calculations will no longer be accurate. More importantly, if the calculation is ever re-computed (perhaps because one of the grades on which it was based was changed), the modification will be lost. It's safest to leave this option turned off.

Report Setup

This option lets you change any of the following items:

1. *Column spacing.* This setting puts from 1 to 9 spaces between columns on column-style reports.

2. *Decimals in converted grades.* This setting allows you to show percent equivalent or curved grades to 0, 1 or 2 decimal places. These grades are always calculated to two decimal places, but are normally rounded off to the nearest whole number. You can change the normal setting of 0 to 1 to show tenths, or to 2 to show hundredths. For instance, if this value is set to 1 and a student has a score of 5 on an 8 point assignment, the percent equivalent will be printed on reports as 62.5.
3. *Decimals in averages.* This setting allows you to show averages to 0, 1 or 2 decimal places. **GradeBook Deluxe** calculates averages to two decimal places, but normally rounds the result off to the nearest whole number. You can change the normal setting of 0 to 1 to show tenths, or to 2 to show hundredths.
4. *Class avg on student reports?* Set this to "Yes" if you want to include a column on student reports showing the class average. (Class average always appears on detailed reports, appears optionally on student reports, and never appears on class, strip or missing grade reports.)
5. *Grade selection for reports*. When printing a report, you can show a given grade record in several ways. For instance, you can print a grade entered in points form with the number of points, the percent equivalent or the letter grade equivalent. This option allows you to change the program's automatic settings for printing grades.

This is a timesaver if you find yourself consistently modifying the default settings.

You can always change these settings manually when you print a report, but then you will have to change them one grade at a time. If you change them in *Setup*, the program will use the new values for every report you print, saving you the trouble of repeatedly adjusting your reports.

If you are using a weighted-average grading system, **GradeBook Deluxe** allows different settings for point grades, letter grades and percent grades. You can even have different settings for points grades that are curved and for points grades that are not curved.

If you are using a cumulative-point grading system, you can choose to print the number of points, the basis (total possible points), the percent equivalent and the letter equivalent.

In either system, you can choose different settings for averages than you do for regular grades. No matter what settings you choose now, you can always change them when you print the report.

To change a setting, choose it and then press RETURN. If it was on, it will be turned off. If it was off, it will be turned on.

6. *Comments in reports.* Student reports can include teacher comments. You can type these comments when the report is printed or you can store them on disk and call them up as desired. Each comment has a name of up to 19 characters to help you remember it. The comment itself is up to six lines of typing, with a maximum of 80 characters per line. You need an 80-column display to view or change comments conveniently. (See "Comments in Reports" in the **Reports** chapter.)

Saving comments on disk

The *Comment* option on the *Setup* menu allows you to add, change or delete stored comments. You will see a list of comment names stored on the disk. If there are fewer than ten comments, the last item is *Add a new comment*. Choose the name of the comment you want to view, change or delete and press RETURN. You can then enter or change the name of the comment. If you want to delete the comment, blank out the name by pressing the space bar and then RETURN. If you want to change the comment itself and leave the name unchanged, press RETURN by itself.

Change the comment itself in the same way. Press RETURN immediately for any line you don't want to change. If you change a line and press RETURN, the changed line *up to the cursor* will become the new line; anything to the right of the cursor will be erased. When you are done making changes or entering a new comment, press ESC; the line containing the cursor and any lines below the cursor will be erased. (If you change the first line of a comment but want to preserve the remaining lines, make sure you use RETURN to accept those lines before you press ESC.)

You can use the codes **<F>** and **<L>** to have the student's first or last name included automatically in place of the code. See the "Comments" section of the **Reports** chapter for more information. You can also use several editing keys when changing a comment. See the "Typing Strings" section of the **Appendix** for a list of these editing keys and their functions.

The program normally stores comments on the data disk; a 5.25" program disk has no free space for comments. A 5.25" data disk will work fine. If you're using a single 3.5" drive for program and data, the comments will be stored there. If you're using two 3.5" drives, **GradeBook Deluxe** will try to store the comments on a data disk in the second drive. If no data disk is present, the comments will be stored on the program disk.

PC The program stores comments are stored in the current directory. This will normally be the directory containing your class data files.

Printer Setup

This option lets you change any of the following items:

1. *Length of printed page*. This value sets the number of lines printed on a page. It is normally 66; if your printer has a setting for 8 lines per inch, you would set this value to 88. If you have small classes and most printouts would fit on a half sheet of paper, you could set this number to 33. (For this to work, you must also turn form feeds off. See item 3 below.)

   The program also has a "paper miser" setting. If you want to use a minimum amount of paper, set the length of printed page to 0. Then the program will print reports one after another without feeding to the top of a new page between reports. With the "paper miser" setting on, the *Skip between pages* setting will determine the number of blank lines between reports.
2. *Skip between pages*. This value sets the number of blank lines left at the end of each page to produce top and bottom margins.

Student mailing labels

   To print student names on mailing labels, set the page length to the height of the labels, and set the number of lines to skip to one fewer. For one-inch high labels, for instance, set the length to 6 lines and the skip to 5 lines. This will result in one student name being printed, then 5 blank lines, then another name, and so forth.
3. *Use form feeds*. This setting should be on if your printer accepts form feed characters to automatically advance to the top of the next page. Almost all printers today accept form feeds. Turn this setting off if your printer is not automatically advancing properly to the top of the next page. (Also turn off this setting if you are printing two reports per sheet of paper, as described above in item 1.)
4. *Width of page*. This value sets the number of characters printed across the page. For a printer with an 8-inch printing width and using 10 characters per inch, the value would be 80. If you use a wide-carriage printer or if you use condensed type (see *Initialization code* below), the number will be larger. This value controls the number of columns printed across the page in column-style reports such as class summaries, strip reports and detailed reports.
5. *Width of names*. This number controls the amount of space for student names on the left side of reports. Making this value smaller will increase the number of columns printed across the page while possibly cutting short some of the student names.

6. *Initialization code*. This code controls certain printer features like character size, boldface, left margin, and so forth by sending special codes to your printer when you start it up. For instance, if you send the code ESC-Q to an Apple ImageWriter, it will use ultra-condensed mode, printing 17 characters per inch and up to 136 characters per line. Ctrl-O (ASCII value 15) has the same effect on an Epson printer. Consult your printer or interface card manual to determine what codes work for your equipment as it is possible to send codes that will "hang up" your system. If you change the character spacing to print more information across a page, be sure to reset the page width as well.

   You can type letters and digits of an initialization code directly, but you must enter control characters such as ESC by putting the letter or ASCII value in parentheses. For instance, enter Ctrl-I as either (I) or as (9); ESC is entered as (27). Thus you would use (27)Q to put the ImageWriter into ultra-condensed mode, or (15) to put an Epson into condensed mode. If you must enter an initialization code that contains a left parenthesis, you must use the ASCII value (40). The initialization code can contain up to nine characters, counting control characters such as (27) as a single character.

   The new initialization code is sent to the printer immediately, as soon as you type it. If the printer is not on to accept the code, the computer will wait until the printer is turned on. The program also sends the initialization code the first time you use the printer in any given session. If you turn the printer off and on during a session, the effect of the initialization code will be lost.

Special printing features for ImageWriter and Epson printers

Some useful codes for ImageWriter and Epson printers include:

Feature	ImageWriter	Epson
Ultra-condensed (136 characters per line)	(27)Q	(15)
8-space left margin	(27)L008	(27)(108)(8)
Ultra-condensed and 8-space margin	(27)Q(27)L008	(15)(27)(108)(8)
Line spacing 8 lines/inch	(27)B	(27)(48)

(The (108) in the Epson column represents a lower-case "l", and the (48) represents a zero. They are given as ASCII codes in the table to make sure there is no confusion with the digit "1" and the capital letter "O" respectively.)

If your printouts are double-spaced

7. *Line feeds suppressed?* (Apple version only) Change this setting to "Yes" only if your printouts come out double-spaced. This option controls whether the program sends both return and line feed characters at the end of each line or sends a return character only and expects the printer to supply the line feed itself. Normally the program supplies both so "No" is almost always the correct setting. On most equipment a "Yes" setting will cause the printer to print on the same line repeatedly.

Individual sheet feeding

8. *Pause after each page?* Leave this set to "No" if you use continuous tractor-fed paper in your printer; set it to "Yes" if you feed individual sheets of paper by hand.

Miscellaneous Setup

This option lets you change any of the following items:

Important! *Set this option before creating classes.*

1. *Maximum # of entries per class*. With this setting, you can adjust the number of grade records possible for each class. Allow room for the largest number of grade records you think you might want to enter for any given class, plus some extra room for storing averages. The number of records needed for storing averages depends on the grading system you use and the number of categories. For instance, say you use a weighted-average system with 5 topic categories and 4 reporting period categories, and you have entered grades in every topic in every reporting period. The program will need to use 5 • 4 = 20 entries to store all the topic averages, 4 more entries for the reporting period averages and a final entry for the overall average. If you use a cumulative-point system, it takes two entries instead of one to store every total.

   Once the file is created, you cannot expand it, so it's important to allow enough room. (If you do run short, however, the *Delete* option allows you to remove old records that are no longer needed.) The maximum number of records permitted for a class is 255.

The number of records a data disk can store

   A 5.25" data disk has the following capacities:
   3 classes of 255 records each, or
   4 classes of 239 records each, or
   5 classes of 187 records each, up to
   9 classes of 95 records each

   A 3.5" disk or a hard disk can store 18 classes of 255 records each.

   PC A 360k disk with both a minimum DOS 4.0 and the program can hold one class or 187 records. It can hold two classes if you leave FORMAT.COM off the disk, disabling formatting from within the program. A 360k disk with the program but without DOS can hold 6 classes of 187 records each, or 4 classes of 255 records each. A 360k data disk or 720k program disk can hold ten classes of 255 records each. Each additional class of 255 records requires a little less than 36k of additional disk space, up to the maximum of 35 classes that can be stored in a single directory. (But we recommend that you store no more than twenty classes in a single directory.)

2. *Width of columns on screen*. You can divide the screen into columns for purposes such as listing student names or listing grade records. If you have a 40-column screen, leave this number at 20 so you will have two columns, each of which is half the width of the screen. If you have an 80-column screen, you should use either 39 (for two columns) or 26 (for three columns).

3. *System swapping*. Use this option *only* if you have an excessive number of grades in one category and **GradeBook Deluxe** runs out of memory and is unable to average or report the grades. Setting the option will slow the program down considerably. If you change this setting, you must restart the computer for the change to take effect.

   PC *System swapping*. The PC version of **GradeBook Deluxe** configures itself automatically to strike a balance between memory used for the program and memory reserved for data, so this setting has no effect.

A helpful backup reminder

4. *Backup warning frequency*. **GradeBook Deluxe** keeps track of how many times you have accessed each data disk (Apple version) or class (PC version). It reminds you to make a backup after a certain number of accesses. Set this number to zero to turn off the reminders—but please don't forget to make frequent backups!

5. *Use passwords*. This option allows you to protect classes on your data disk with passwords. Each time you use a protected class, must enter the password. If the password you type does not match the password set for the class, you will not be able to use the class. After you change this option to enable passwords, you must use the *Names* option to actually set the password for a particular class. Each class on a disk is protected separately, and can have its own unique password. See the **Names** chapter of this manual for details on setting, changing and removing passwords.

6. *Automatic calculation.* This option allows you to have averages or totals calculated automatically whenever you enter or change a grade. The advantage is that your averages/totals are always up to date; you don't have to remember to choose *Calculate* from the main menu before you print a report. The disadvantage is that the calculations can slow the operation of the program. If you are using a fast computer with a hard disk, you will likely find this option convenient. If you are using a slower machine with floppy disks only, you may prefer to turn this option off.
7. PC *Expert user.* This option allows you to export reports as text files on a disk, so that you can make changes in a word processor before printing them. (**GradeBook Deluxe** turns this option on for Apple users who are using the Apple Pascal Operating System.)

Saving the Setup

When you finish making changes in *Setup*, press ESC from the main *Setup* menu. When you quit you can: *Save the changes on the data disk*, *Save the changes on the program disk*, or *Quit without saving the changes at all*. The normal choice is to save on the data disk. (PC If you are using the PC version on a hard disk, the terms "data disk" and "program disk" really refer to the data directory and the program directory. Remember that "disk" really refers to "directory" in the remainder of this section.)

Save on program disk

If you store the file on the program disk, the changed setup will affect classes on any data disk that does not have a setup file of its own. This is also the setup that will be used whenever you format a new data disk. (If you use **GradeBook Deluxe** on computers both at school and at home, and you have different printer settings, you should make two program disks. Customize the setup on each disk for the computer and printer where you will use that disk. Do *not* save the setup on your data disk. If you do, the data disk setup will take precedence, and the printer setup on the data disk is the one that will always be used.)

Save on data disk

If you store the file on a data disk, the changed setup will always be used when you access a class on that data disk. Changing the setup on the program disk will no longer have any effect on those classes. If several teachers use the same program disk, each should store a setup file on her own data disk. Then one teacher's setup changes cannot affect another teacher.

Setup for Elementary Teachers

Elementary teachers can choose from several different methods of organizing classes and categories. You can create a different class for each subject area, or you can create one single class and use **GradeBook Deluxe**'s categories for the subject areas. Here are the benefits of each method:

You can use a separate class for each subject.

Or, you can put all the subjects together in one class.

System	Advantages	Disadvantages
Multiple-class method	• use both reporting period categories and topic categories with each class • customize the categories for each class • enter up to 187 (or 255, if you've expanded the limit) grades in each class. • customize the student list for each class. (This is particularly useful if you exchange students with other teachers for math groups, reading groups, and so forth.)	• you must create and manage several classes instead of just one • you cannot print grades from several subjects on a single report
Single-class method	• print grades from all the subjects on a single report. (Using the multiple-class method, you would need to print a separate report for each subject.) • simpler program operation. (You only have to create one class.)	• can't use both reporting period and topic categories • maximum of 255 grade entries for all subjects combined • can't customize categories for each subject • can't customize student list for each class

If you decide to use the multiple-class method, you should turn on the *Copy names & grades* option under *Names setup*. This option will let you type the student names in once, and then copy them automatically into other classes as you create them.

If you decide to use the single-class method, you should use *Miscellaneous setup* to set the maximum number of grade entries per class to 255. You may still run out of room, and you may need to delete grades from the early part of the year as the year goes on. You should also use *Category setup* to change the reporting period categories to your various subjects: Reading, Math, Science and so forth. You can set the topic categories according to either of the following two schemes:

If you use one single class, choose how to set up your topic categories.

Scheme A

Reporting period categories:
- Reading
- Math
- Science
- Art

Topic categories:
- First Quarter
- Second Quarter
- Third Quarter
- Fourth Quarter

Scheme B

Reporting period categories:
- Reading
- Math
- Science
- Art

Topic categories:
- Test
- Quiz
- Homework

Using the first scheme, you would be able to print out a student's first quarter math grades or third quarter reading grades, but you would no longer be able to keep the test grades separate from the homework. Using the second scheme, you would be able to print out a student's math homework grades or reading test grades, but you would no longer be able to keep track of grades by report period. In either case, the overall average will be a combination of the reading, math, science and art grades, which is probably not very meaningful. You can ignore the overall average when you print averages, and you can turn it off when printing reports. (See Choosing Grades in the **Report** chapter.)

Delete

You can delete grades while retaining grade averages.

Use this option to remove grade records or entire classes from your data disk. This capability is particularly valuable if you discover late in the year that you don't have enough space to hold the rest of your grades;. It allows you to delete all the grades from the first reporting period except for the average, leaving you plenty of space in the file.

Do not use this option to delete students from a class; use the *Names* option for that purpose.

After choosing this option you must first choose a class, and then decide whether to delete grade records or delete the entire class.

Deleting an Entire Class

If you choose to delete the entire class, a warning will be displayed and you will have one last chance to change your mind before destroying all the names and grades for the class.

Deleting Grade Records

If you choose to delete grade records, **GradeBook Deluxe** will first scan the records in the file. Then you must choose the category of grades to delete. All the grades in the category will appear on the screen, with a message "Mark the grades to delete." at the bottom of the screen. Initially, a pointer (>) marks all the grades except the average, indicating that they will all be deleted. If you want to keep any of the grades, you must choose them to remove the pointer. When you are satisfied that all the grades you want to delete are marked with pointers, and no others, press ESC. You have one final chance to change your mind, then all the grades are gone for good.

Be sure that you really do want to delete grade records.

Be careful. Choose "No" if you're not sure, or if you think you might have made a mistake. Once the message "Packing the file..." appears, the grades are gone permanently; even the *Repair* option is usually unable to recover them.

Repair

Use Repair to fix a faulty disk, to change grading systems, or to change or delete category names.

This option allows you to correct certain problems that may occur with your data disk, provided the disk is not too badly damaged. If you are getting errors and problems you don't understand, this option may be of use. This option also allows you to convert classes back and forth between weighted-average and cumulative-point grading systems, and to change or delete category names from an existing class.

If you are getting errors when you run **GradeBook Deluxe**, and you think you might have a faulty data disk, first make a backup copy of the disk. You should always attempt repairs on a copy of the possibly damaged disk.

Choose *Other* from the main menu and *Repair* from the *Other activities* menu to use this option. Choose the class for which you want to recover or repair the data. You will be asked whether to go ahead with the repairs; choose "Yes."

You will have a chance to change or delete the category names. Press ESC twice to skip over both the reporting period and topic categories. (For more information on changing or deleting categories, see below.)

A series of messages will appear at the bottom of the screen showing the name of each grade record as it is recovered. If the program can locate any deleted grade records, you will be asked whether to include each record in the reconstructed file. (You may also be asked whether to include records that were not deleted. Answering "Yes" will usually result in including two copies of the record in your file.)

If you use a cumulative-point system, the cumulative point totals use two records each in the file, and can cause additional difficulty in repairing a damaged file. If you are having difficulty repairing a file, it may be helpful to delete all the totals, and then to try to repair it again.

Precautions in using data disks

Proper care and handling of disks can prevent problems and avoid the need to try to repair files:

- Store your data disks in a safe place, away from heat, cold, strong magnetic fields and any sharp or heavy items that may damage them.
- Keep your disks in their jackets and be careful never to touch the exposed portion of the disk.
- Don't remove the disk from the drive while the drive is spinning, or while **GradeBook Deluxe** is performing any operation on the data. Remove the data disk only when the main menu is displayed.
- Don't press the RESET button or turn the computer off in the middle of an operation.

Changing and Deleting Category Names

You can use the *Repair* option to make any needed corrections in the category names. This is particularly useful if you have misspelled a category name, or if you have mistakenly entered a category you don't want to use. Use this capability with caution, however, since a mistake can result in grades being classified incorrectly.

After you choose the class to repair, the normal category selection screen comes up, with the message "Change or delete which category?" at the bottom. To correct a misspelling, choose the misspelled name and then retype it; to delete a category, choose its name, and then press SPACE and RETURN.

Notice that deleting a category name removes that name as an available category, but it does *not* delete any actual grade records. Before you delete a category name, you should first make

You may need to use Delete along with Repair to remove a category.

sure that there are no grades in that particular category. If there are existing grades in a deleted category, those grades will be reassigned to the first category in the list. For instance, if you have the three categories *Tests*, *Quizzes* and *Homework* and you delete the homework category even though you have entered some homework grades, those grades will be moved to the *Test* category. If you really want to delete both the category name and all grades belonging to that category, use the *Delete* option first to remove the grades, before you delete the category name.

Converting Data Between Grading Systems

GradeBook Deluxe allows you to switch between a weighted-average grading system and a cumulative-point grading system, even if you have already created a class and entered data. Since the two systems are different, some grades may have to be converted, and student averages might not come out exactly the same after the change.

If you are converting to cumulative points, point grades convert without change; percent and letter grades convert based on their weights. For instance, if a student has a grade of 80% on a test that has a weight of 40, after conversion the score will be 32 points out of 40.

If you are converting to weighted-average system, grades based on 100 points or less will be unchanged, and their weights will be set equal to the number of points in the assignment. Grades based on more than 100 and not more than 200 points will also be unchanged, but their weights will be set to 100 (the maximum weight allowed). Grades of more than 200 points convert to percent grades, with a weight of 100 units.

Either type of conversion erases averages, and you will have to recalculate them.

Follow the steps below to convert your data:

1. If you are converting from cumulative points to weighted averages, skip ahead to step 2. If you are converting from weighted averages to cumulative points, you must adjust the weights of any percent or letter grades to match the number of points you want them converted to. For instance, if you want a particular letter grade converted to a 30-point assignment, you must set its weight to 30. It's easiest to do this by recalculating the appropriate average, so you can change all the weights in a particular topic and reporting period at once.
2. Choose *Setup* from the *Other activities* menu.
3. Choose *Grading system* and activate the grading system you want to convert to. Press ESC twice.
4. Save the new setup on the data disk you want to convert.
5. Choose *Repair* from the *Other activities* menu.
6. Choose the class you want to convert. Choose "Yes" when you are asked if you want to convert this class to the alternate grading system. **GradeBook Deluxe** will convert the assignments and erase the averages.

Appendix

Making Menu Selections

The following keys work differently on different computers:

Action	PC, Apple IIe/IIc/IIGS	Apple II/II+
Move up	Up Arrow	Left Arrow
Move down	Down Arrow Space bar	Right Arrow Space bar
Move left	Left Arrow	< key
Move right	Right Arrow	> key

The following keys work the same on all computers:

- Typing the number of an item moves directly to the item.
- The RETURN key activates the choice from the menu.
- The ESC key quits a menu without making any choice from it.
- The ESC key several times in rapid succession returns to the main menu, skipping intermediate menus.
- On the main menu, the *Other activities* menu, yes/no choices, and many other choices, typing the first letter of the choice you want activates it immediately.

Timesaving tips!

Typing Tips

There are many points in the program where you need to type a string of characters: naming a class, typing in student names, typing comments for reports, etc. When you type a string, you can type only characters that are legal for the given purpose, and you cannot type more characters than the program expects.

Often you will want to edit a particular string. For instance, you may want to correct the spelling of a student's name, or change a comment for a report.

Here are some extra tips you can use while typing strings:

- Press RETURN at the beginning of the string to accept the old string unchanged.
- Use the right and left arrows to move the cursor back and forth across the string.
- You don't need to use the shift key when typing letter grades. The program automatically converts lower case letters to upper case. Apple The semicolon on the Apple II+ and the = sign on the Apple IIe/IIc/IIGS will actually produce a + sign. (To get the = sign on the Apple IIe/IIc/IIGS, type the Apple=. Hold down the solid Apple or the option key and press the = key.) PC The = sign on the PC keyboard will actually produce a + sign.
- Use Ctrl-I, Tab, Apple Apple-Right-Arrow, Option-Right-Arrow, or PC Insert or Ctrl-Right-Arrow to insert a space at the position of the cursor.
- Use Ctrl-D, Apple Apple-Left-Arrow, Option-Left-Arrow, or PC Delete or Ctrl-Left-Arrow to delete the character at the cursor.
- Use Apple Delete or PC ← to delete the character before the cursor.
- Use RETURN in the middle of the string to accept the string up to the cursor.
- Use Ctrl-Q to quit and accept the entire string as it appears on the screen.
- Use SPACE and then RETURN to enter a blank string—to delete a name, for instance, or to erase a line of a comment on a report.

Ignore the shift key when typing letter grades.

Using Your Disk Drives (Apple version)

GradeBook Deluxe is adaptable to many different disk drive configurations.

Two 5.25" drives: use the program disk in drive 1 and a data disk in drive 2.

A single 3.5" drive: your data will be stored directly on the program disk.

One 3.5" drive and one 5.25" drive: you can use either drive for the program disk. If you use a 5.25" program disk, you must store your data on a 3.5" disk. If you use a 3.5" program disk, be sure to insert the program disk first and start up the program. Once the main menu appears, you can either insert a 5.25" formatted data disk (in which case the data will be stored on the 5.25" disk), or you can leave the 5.25" drive empty (in which case the data will be stored on the 3.5" program disk).

More than two drives: Be sure to start the program up before inserting your data disk. The program uses any data disk it can find which already contains at least one class. If it cannot find a data disk with a class on it, it creates new classes on the first formatted disk it finds in slots 4, 5 or 6 according to the following rules:

- Drive 2 in the slot from which the program is running will be used first.
- The program disk will be used last, if there is no other formatted disk in any drive.
- The other two slots will be used in the order 5 – 6 – 4 (except for the slot the program is running from). On the Apple IIGS, 3.5" drives are normally attached to slot 5, and 5.25" drives are normally attached to slot 6.

  For each slot, drive 2 will be checked first, and then drive 1. For example, if you run the program from slot 6 and also have drives in slots 4 and 5, the program will search slot 6 drive 2, slot 5 drive 2, slot 5 drive 1, slot 4 drive 2, slot 4 drive 1, and finally slot 6 drive 1.

Using a RAM Disk (Apple IIGS)

If you have an Apple IIGS with at least 512k of memory, you can dramatically speed the operation of **GradeBook Deluxe** by loading it onto a RAM disk. First, use the Apple IIGS Control Panel to create a RAM disk of at least 160k. (Your Apple IIGS manual has directions for how to do this.) Then turn the computer off, insert the **GradeBook Deluxe** disk, and restart it. The entire program and operating system load onto the RAM disk; once the program starts, you can even remove the program disk.

Using Your Disk Drives (PC version)

GradeBook Deluxe is adaptable to many different disk drive configurations.

Two 360k drives: Create a bootable disk for drive A: and copy all **GradeBook Deluxe** files onto it, and use a data disk in drive B:; or use a bootable disk in drive A: and store the **GradeBook Deluxe** files and your data on drive B:.

A single 720k drive: Create a bootable disk, and copy all **GradeBook Deluxe** files onto it. Store your data directly on the program disk.

One 360k drive and one 720k drive: You can use either drive for the program disk. Create a bootable disk for one drive, and copy all **GradeBook Deluxe** files onto it. Format a blank disk for the other drive, and use it to store your data.

A hard disk: Install **GradeBook Deluxe** on your hard disk. You can make a new directory for your data files, or you can store your data files in the same directory as the program, or you can store your data files on a floppy disk in drive A: or B:.

Program Limitations

GradeBook Deluxe is limited to 40 students per class, and up to 255 grade records per class. (The setup at the time the class is created determines the actual maximum number of grade records in a class.) The program will have no difficulty in dealing with the full number of 255 grade records in a class, provided you don't put them all in a single category. In fact, we suggest that you put no more than about 40 grades in any given category. If you find you are using more, you may want to reorganize your categories.

With the 128k Apple II version of the program, you need to limit the number of records in one category to no more than 130 or so. You will be able to calculate averages for well over 200 grades in a single category. Class reports are limited to about 200 grades at a time, and student and detailed reports can handle no more than about 130 records at a time. (These numbers will vary, depending on your selection of which grades to report for each record and your use of comments on student reports.) None of these limitations will be a problem if you classify your grades into categories and avoid placing too many grades in a category.

The 64k Apple II version of **GradeBook Deluxe** is more restricted in its capacity. You will not be able to average more than about 40 records in any single category, and class reports are limited to about 50 grades. (These numbers vary somewhat, since cumulative-point grades use more memory than weighted-average grades, and detailed reports use more memory than class reports.) You cannot copy a class list from one class to another, nor can you transfer students from class to class. If these limitations are a problem, you should use your 64k program disk and 64k computer for entering grades only. Arrange to use a 128k computer (with a 128k program disk) to do your averages and reports and to copy or transfer students. (In an emergency, you may be able to exceed the normal limits slightly by turning on the *System swapping* option from the *Miscellaneous setup* menu.)

The PC version of **GradeBook Deluxe** running on a computer with 640k of memory should have no difficulty no matter how many grades you enter in a single category. If you have a 256k computer and run out of memory when doing a calculation or a report, you can either put fewer grades in each category, or add more memory to your computer.

Pascal Users (Apple version)

You can access several additional features of **GradeBook Deluxe** if you are a regular user of Apple Pascal 1.3, have a 3.5" drive, and are familiar with the Pascal operating system. These capabilities include a main menu choice allowing you to quit the program and the ability to have any output sent to a disk file instead of to the printer.

To access these features, you must run the program from a regular Pascal disk instead of the special run-time disk the program is shipped on. Format a 3.5" disk and copy SYSTEM.APPLE and SYSTEM.PASCAL onto it. Be sure to use your copies of these files, and not the special run-time versions shipped with **GradeBook Deluxe**.

Then copy all files from the program disk onto the new disk except for SYSTEM.APPLE and SYSTEM.PASCAL. (If you have the 5.25" disk version of **GradeBook Deluxe**, be sure to copy the files from both sides of the disk, since some of the files appear only on one side.)

Using a Hard Disk (Apple version)

If you have a hard disk running the 128k Pascal system, you can run **GradeBook Deluxe** from the hard disk. Transfer all files except SYSTEM.APPLE and SYSTEM.PASCAL to a hard disk volume (not the boot volume). Then change SYSTEM.STARTUP to GRADEBOOK.CODE, and change SYSTEM.LIBRARY to GRADEBOOK.LIB. You can now execute GRADEBOOK.

On a hard disk you are not limited to unit 5 as the only unit on which you can store classes. If the program finds classes on the disk in unit 5, it will use them. If there are no classes on the disk in unit 5, other units will be searched from unit 20 on down until classes are found. If you are creating a new class and there are no classes on any mounted disk, the new class will be created on the highest numbered unit found.

We do not recommend using **GradeBook Deluxe** on a hard disk running the 64k Pascal system. If you insist on doing so, you must modify the SYSTEM.LIBRARY on the hard disk by inserting several of the units required by the program into it. The process is explained below but works only if you have an unmodified SYSTEM.LIBRARY on your hard disk.

Execute the program LIBRARY on Apple3:. Type * in response to the "Output code file" prompt, and * again in response to the "Link code file" prompt. Then press the = sign to copy all slots from the original SYSTEM.LIBRARY to the new one you are constructing. Press N for a new link code file and then insert the program disk into drive 2 and type #5:SYSTEM.LIBRARY as the name of the new link code file. Copy slots 2 through 6 from the **GradeBook Deluxe** SYSTEM.LIBRARY into slots 7 through 11 of the new library you are making. To copy the first of these, press 2, the space bar, 7, and the space bar again. Repeat until all five slots are copied. Finally, press Q to quit.

Author's Notes

I originally wrote **GradeBook Deluxe** in Apple Pascal. It has evolved over a period of six or seven years, as I have thought of improvements I wanted to use myself, as colleagues and other users made suggestions, and as the demand for a PC version grew. I've tried to make it as easy to use as I could, and to incorporate as many user suggestions as possible.

The choice of Pascal as a programming language was a natural one for me, as we teach mainly Pascal in my high school. It was a wise choice. I doubt that I could have written such a large and complex program with so little trouble in any other language currently available on Apple II computers.

The program's speed is due in large part to the choice of Pascal, although some critical routines have been coded in assembly language. The program would, of course, be even faster if it were entirely in assembly language—but writing the program would have taken much, much longer, if it could have been done at all. I'm not enough of a masochist to implement such a large program as this in assembly language.

But the primary advantage provided by Apple Pascal lies in its program structuring capabilities. The "units" provided in Apple Pascal go beyond standard Pascal to incorporate some of the features of Modula-2's "modules" or Ada's "packages." The most important advantages of units are separate compilation, memory overlays and information hiding.

Sorry about the jargon. What separate compilation really means is that when I change part of the program, I save time by only compiling that small part, instead of the whole thing.

What memory overlays really mean is that when the program is running, only part of it needs to actually be in the computer's memory. The rest stays on the disk, ready to be loaded when needed. Since the code files are over 75,000 bytes long and the Apple version runs on a machine with only 64,000 bytes of memory, this is crucial. Thus the *Grades* option and the *Calculation* option can occupy the same area of memory—but at different times.

What information hiding really means is that variables, procedures, and so forth which are needed only in one part of the program can't be accidentally used or altered from another part of the program (with possibly disastrous consequences).

Each main option of **GradeBook Deluxe** is contained in its own unit. In addition, there are units that contain procedures used by a number of the other units. The main program simply displays the main menu, calls the menu selection unit to get the user's choice, and then loads the appropriate unit. There are over 20 units in the program.

My Apple system consists of an Apple IIe equipped with a Transwarp accelerator, a Sider hard disk, a RAM disk, two 5.25" floppy drives and an ImageWriter II printer. I used the 128k Apple Pascal System, with the Advanced Systems Editor from Pecan. This made a pretty fast and powerful development system for an older computer; I sure needed it all.

I produced the PC version using Turbo Pascal 6.0 on a 386 clone running at 25 megahertz. We've come a long way since 1982! My current project is a totally new Macintosh GradeBook, which I may also port to Windows.

I'd like to express my deep appreciation to my family for their patience through the effort of finishing this program, and to all the teachers who helped to test this new version and made so many helpful suggestions and comments.

I hope this program makes things a little easier for you, and allows you to better serve your students and their parents. But let us not forget, as we teach the coming generation, to let them know that there are things more important than grades to strive for—things like an end to racism and to the arms race. If we can instill a love of justice and a commitment to help those less fortunate than themselves, we will have taught them something truly worthwhile.

Peace,
Scott Steketee

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